**STUDENT ACTIVITY: RESUME**

NAME:

SCHOOL:

PARENT/GUARDIAN’S DAYTIME PHONE:

PARENT/GUARDIAN’S E-MAIL AND/OR FAX:

Career Interests

List which careers interest you the most.

Job Experience

List three job experiences (include dates and job descriptions) you have had. You may include baby-sitting, mowing lawns, washing cars, writing a school newspaper, etc.

Special Skills

List what skills you already have to be successful on the job, such as computer skills, good communication.

Interests and Hobbies

List any clubs you belong to and any personal hobbies and interests you may have, such as collectible card games, computers, music, sports, video games or animals.

Community Service

List any volunteer work you have done to help your community, such as raising money for the needy, working at an animal shelter or helping senior citizens. Include work you have done through clubs such as the Boy or Girl Scouts. You may include personal giving, such as donating your money to a cause or recycling.

Education

Write the education level you have completed to date.

(For Example: Completed 10th OR 11th Grade at Joplin High School in Joplin Missouri)