

Name _____ Period _____ Date _____

Basic Information for Writing a Résumé

Heading:	Includes your formal name (not nickname) and personal information such as address, phone number and email address.
Objective:	A one sentence explanation of the type of job you are seeking. It should be fairly specific. If you are uncertain about specific positions available, note your areas of interest.
Education:	Be sure to specify dates of attendance. You may also list classes that might contribute to your employability.
Experience:	Include previous employers, dates of employment and your job title. Be sure to include duties performed and responsibilities.
Activities:	List any special activities, clubs, organization, or service learning you have participated in. Include dates of participation.
Summary of Skills:	This section can be used to include special skills or talents that do not fit in other categories of your résumé.
References:	Make sure to ask permission before you include anyone as a reference. Two or three references are usually sufficient.

Résumé Writing for Teens
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