**Resume Worksheet**

Having a properly written resume is essential to an effective job search. This is important both in high school and most importantly after high school. You need to make sure that your resume uses proper grammar, spelling and punctuation. It is always a good idea to ask someone else, a friend, teacher or parent to proofread your resume once you think you are done.

1. **All About You**
   * What are you good at? What skills, traits and experience do you have? If you are having a hard time with this section talk to your parents, friends or teacher to get their input.
     + What are you good at?
     + What do you enjoy doing?
     + What does your family brag about you?
     + Are there things that you friends ask you to do for them?
     + What are your best subjects at school? Why?
     + Have you won any awards, either in school or extra-curricular?
     + What honors have you received?
   * Education and Training
     + List any Pre-AP, AP or Honors classes that you have taken
     + Identify certifications, honors, awards
   * Experience/Work History
     + List any jobs that you have had, paid or not (most recent first)
     + You can include any jobs working for family business, summer or part time jobs.
2. **Why are you writing this resume (job, scholarships, college application)?**

* If it’s for a scholarship, research what they are looking for in qualified applicants.
* If it’s for a job, then research the job requirements predetermined by the company.

1. **Who how you match your resume goals.**

* Make sure your resume shows your abilities, skills, and strengths.
* Highlight your accomplishments.

1. **Write your Resume**
   * Your resume should include
     + Name and Contact Information
     + Education and Training
     + Honors and Distinctions/Awards
     + Experience/Work History
     + Skills
     + Activities/Volunteering/Community Service
   * Spell check and proofread
   * Ask for feedback