

## Resume (50 Pts.)

- Think of a job you would like to have now that requires skills and interests **that you already have**.
- What you are good at and how can you turn that into a successful job search?
- What skills have you already learned that would be useful for the job you are applying for?
- Confidentiality: You do not have to list your personal contact information

### DIRECTIONS:

1. In Word: File > New > Other Documents > Select a resume template or use the wizard
2. Write one phrase per line. Do not use complete sentences or paragraph form.
3. **Use the following headings.** You may also use other headings available in the template

### Objective – 5 Pts.

Write one phrase about an entry-level job would you like to have.

#### Example

To become a bus boy in a restaurant.

### Education – 5 Pts.

List PHS, the grade you're in, academic achievements, strengths and interests. Plans for education after high school.

#### Example:

Palmer High School, Class of 2007; 3.0 GPA, Lacrosse, Yearbook  
Plan to attend college and study Wildlife Management

– or –

Plan to learn communications technology skills on-the-job with a telecommunications company

### Experience and Skills (include volunteer and any unpaid activities) – 5 Pts.

List any work experience you already have or skills you have.

### Interests and Activities – 5 Pts.

List things you like doing – and how they would make you a good employee.

### References – 5 Pts.

List name, address and phone number of three adults who will vouch for your character.

The references may be fictitious.

#### Example:

Mr. John Smith, address, phone number  
Mrs. Ezmerelda Jazz, address, phone number

## SCORING

Resume includes required headings (Objective, Education, Experience, Interests, References) – 25 Pts.

Replace all of the template prompts with your own info – 10 Pts.

Relevance: Your interests and skills match job being applied for – 5 Pts.

Phrases are used, not complete sentences – 5 Pts.

**Spell check, check formatting and appearance, print – 5 Pts.**