

Exercise 1: Resume Outline

Directions: Write a draft of your resume by filling in the blanks below with your personal resume information.

<hr/> <hr/>		
<u>OBJECTIVE</u>		
<hr/>		
<u>EDUCATION</u>		
<hr/>		
<u>EXPERIENCE</u>		
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<u>SKILLS</u>		
<ul style="list-style-type: none">• <hr/>• <hr/>	<ul style="list-style-type: none">• <hr/>• <hr/>	<ul style="list-style-type: none">• <hr/>• <hr/>
<u>ACTIVITIES/SERVICE</u>		
<ul style="list-style-type: none">• <hr/>• <hr/>	<ul style="list-style-type: none">• <hr/>• <hr/>	<ul style="list-style-type: none">• <hr/>• <hr/>

Handout 1: Resume

Directions: Use this sample to design your personalized resume. You may edit the categories or layout.

<u>FIRST NAME MIDDLE INITIAL LAST NAME</u>		
Street Address • City, State Zip • (Area Code) Phone Number • Email Address		
<u>OBJECTIVE</u>		
Position/Career goal		
<u>EDUCATION</u>		
School Name		City, State Abbreviation
Graduation Date, GPA		
<u>EXPERIENCE</u>		
Year-Year	ORGANIZATION NAME	City, State Abbreviation
	<i>Position/Title</i>	
	<ul style="list-style-type: none"> • Job responsibility or accomplishment • Job responsibility or accomplishment • Job responsibility or accomplishment 	
Year-Year	ORGANIZATION NAME	City, State Abbreviation
	<i>Position/Title</i>	
	<ul style="list-style-type: none"> • Job responsibility or accomplishment • Job responsibility or accomplishment • Job responsibility or accomplishment 	
Year-Year	ORGANIZATION NAME	City, State Abbreviation
	<i>Position/Title</i>	
	<ul style="list-style-type: none"> • Job responsibility or accomplishment • Job responsibility or accomplishment • Job responsibility or accomplishment 	
<u>SKILLS</u>		
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<u>ACTIVITIES/SERVICE</u>		
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