

{ Typed Rough Draft }

{ Due Thurs 10/15 }

Resume Planning Page

Guidelines	Your Information
1. Name (Biggest Font) 2. Address 3. Phone Number for Contact (specify type, home or cell) 4. Email Address	1) 2) 3) 4)
Employment/Experience-This is actual Paid work or Volunteering, could be a leadership roll in a class or group Project - Have Position, Company, Dates (Years) 2-3 Bullets of Responsibilities - Some Suggestions: - Childcare - Lawn Maintenance - Pet Care - Teacher's Aide - Team/Group Leader	1) Position: a) Where: b) When: c) Responsibilities: 1) 2) 3) 2) Position: a) Where: b) When: c) Responsibilities: 1) 2) 3)
Education-Minimum 2 Schools, most recent 1st - Name, location, Dates attended - Add Programs of Study (Honors/AICE) - Academic Awards (GPA, Etc)	1) Mandarin High School (It's where you are now) Years: Programs: Class Levels (AICE/AP/Honors): CTE or Creative Classes 2) Your Last School: Was it in Jacksonville? : Years: Programs: Class Levels (AICE/AP/Honors): CTE or Creative Classes
Skills (Languages, MS Word Proficient, PowerPoint, etc., any special training for jobs-CPR/First Aid) - Bullet Points Recommended 5 points approx, over that, 2 columns	1) 2) 3) 4) 5)
Extra Curricular (Sports, Clubs, Awards, etc)	
References Min 2, non family, with company/connection, Phone # or E-mail Highly Recommend Teachers	1) Name: Email: 2) Name: Email: