

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. |

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