



creating a resume

A resume is a personal data sheet commonly used to apply for a job. It lists your skills and experience so that future employers can see what you have already done and whether your experience meets the job's requirements. Fill out the following categories to assist you in preparing your resume.

education

degree/programs completed, school, location, areas of study, dates

work experience

title, organization, dates, responsibilities

other experience (*volunteer work, school, and community activities*)

title, organization, dates, responsibilities

honors/awards

title, organization, dates