

CONNECTING Activity

Developing a Résumé

What is a résumé? A résumé is a written document that attempts to communicate your skills, experience, background, and education to a potential employer. A résumé informs the employer of your background and accomplishments and motivates the employer to meet you. The job search process is a highly competitive process. A résumé and cover letter are some of your most important tools in locating a job.



Note: Some innovative job seekers are using technology to obtain job interviews. They are videotaping their résumés or placing them on interactive CD-ROMs! Although a traditional résumé is still the safest and surest path to a job interview, creative and inventive job seekers looking for careers in the fields of art, design, technology, communications, or computer science may explore these exciting options for sparking a potential employer's interest.

To create an effective résumé, complete the following worksheets. Use additional sheets of paper if necessary.

Worksheet 1—Employment Information

Employer name: _____

Address: _____

Phone: _____ Dates of employment: _____

Hours worked per week: _____ Salary/pay: _____

Supervisor's name and title: _____

Duties: _____

Employer name: _____

Address: _____

Phone: _____ Dates of employment: _____

Hours worked per week: _____ Salary/pay: _____

Supervisor's name and title: _____

Duties: _____

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Name _____ Date _____ Class _____

Activity (continued)

Worksheet 2—Volunteer Work Information

Organization name: _____

Address: _____

Phone: _____ Hours worked per week: _____

Dates of volunteer work: _____

Supervisor's name and title: _____

Duties: _____

Skills used: _____

Accomplishments: _____

Worksheet 3—School Data

School name: _____

Address: _____

Phone: _____ Years attended: _____

Major studies: _____ GPA/class rank: _____

Honors: _____

Important courses: _____

Worksheet 4—Activities Data

Club/activity: _____ Positions held: _____

Description of participation: _____

Duties/responsibilities: _____

Club/activity: _____ Positions held: _____

Description of participation: _____

Duties/responsibilities: _____

Career objective: _____

References: _____
