**Career Explorations - Resume Information**

**Basic Information**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

**Write one sentence that specifies the kind of job you are interested in.**

**Two sentences describing yourself. These should be of a positive nature.**

**1.**

**2.**

**Describe any skills you might have. This can include computer skills, second languages spoken, artistic skills, previous skills learned from other jobs, etc.. It is useful to have a minimum of three to list.**

**1.**

**2.**

**3.**

**List all extracurricular activities at school, such as clubs and athletics.**

**List any activities or organizations you participate in outside of school.**

**List any previous work or volunteer experience you may have. Include the name of organization, dates worked, job title, duties performed**

**List any awards or honors you have received.**

**Resume Template**