**Resume Building**

**Make a list (brainstorm it) of everything that applies to you for**

1. Create a Career Objective. ...
2. List Your Experiences or Skills. ...
3. List Your Activities. ...
4. List Your Education. …(GPA, etc)
5. List Any Awards You've Won and When You Won Them. ...
6. List Your Personal Interests.

**Resume Development Worksheet**

1. What’s the purpose of this resume?

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2. What are some of your unique talents strengths and abilities?

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3. What are your educational experiences?

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4. List each work experience including two to four key examples of what you accomplished in each job. Include all work experiences.

Job #1:—————————————————————–———————————————————————————————————————————————————————

Job #2:—————————————————————–————————————————————————————————————————————————