

Name \_\_\_\_\_ Period \_\_\_\_\_ Date \_\_\_\_\_

## Basic Information for Writing a Résumé

<b>Heading:</b>	Includes your formal name (not nickname) and personal information such as address, phone number and email address.
<b>Objective:</b>	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.
<b>Education:</b>	Be sure to specify dates of attendance. You may also list classes that might contribute to your employability.
<b>Experience:</b>	Include previous employers, dates of employment and your job title. Be sure to include duties performed and responsibilities.
<b>Activities:</b>	List any special activities, clubs, organization, or service learning you have participated in. Include dates of participation.
<b>Summary of Skills:</b>	This section can be used to include special skills or talents that do not fit in other categories of your résumé.
<b>References:</b>	Make sure to ask permission before you include anyone as a reference. Two or three references are usually sufficient.

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