

**RESUME: ASSESSMENT ACTIVITY**

Writing a resume requires many steps. The process is, at the very least, a process that requires you to:

- Decide on your job objective
- choose the layout of your resume that works best for your job objective
- Organize your personal data carefully
- Fine-tune each part of your resume

**Activity Sheet 1: Your first step is to organize your data. Use this sheet to organize the personal information you will need to prepare your resume:**

**Resume Outline**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number and Web Site Address: \_\_\_\_\_

**Job Objective:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Related Qualifications:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Experience:** (Check for current addresses and contact numbers)

Dates Employed from \_\_\_\_\_ To \_\_\_\_\_

Company Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Job Title and Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Employed from \_\_\_\_\_ To \_\_\_\_\_

Company Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Job Title and Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Employed from \_\_\_\_\_ To \_\_\_\_\_

Company Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Job Title and Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Employed from \_\_\_\_\_ To \_\_\_\_\_

Company Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Job Title and Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:** (If you have attended more than one school, list the schools in reverse chronological order. Do not list your high school.)

Name of School                      City/State              Degrees/Certificates              Years Attended

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**SCHOOL-RELATED ACTIVITIES:** (Organizations, club, internships, leadership activities, etc.)

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**VOLUNTEER ACTIVITIES:** (Be specific)

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**INTERESTS:** (List interests that are related to your job target.)

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**MILITARY SERVICE:** (If applicable, list the branch of service, highest rank, training received, areas of specialization and location of service)

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