**Resume Project**

**Preparing Your Own Resume**

**Directions: During this period you will prepare your own resume. Please open Microsoft Office Word 2010 or 2013. This resume will be one page, single sided. Try to follow the outline listed below to the best of your ability. This resume will be due at the end of the period. This assignment is worth 100 points. You will be graded on following the format, not on content. Some students obviously have more to state than others. Once you have finished, please attach your resume to this cover sheet. Be sure to save this document in the My Documents folder on the server, and attach it to an e-mail and send it to yourself, so that you will have a copy to update and use as needed in the future. Remember the adage, “You can’t sell from an empty bag.” Now is the time to think of activities, accomplishments, goals, and objectives that you can add to your resume to make it more impressive and engaging.**

**Resume Format**

**Your resume should include the following (Please see the example on the back of this page):**

1. **A Header with your name, address, home & cell phone numbers, and formal e-mail address – This will help the perspective employer know how to get in touch with you.**
2. **Career Objective – What is your final objective that you would like your education, training, and work experience to lead to.**
3. **Educational Accomplishments – What level of education have you completed, and what are you currently working towards.**
4. **Work Experience – This is where you state your part-time, full time, and internship work history.**
5. **Community Involvement – What have you done to give back to your community. This will demonstrate your character, and willingness to support others.**
6. **Significant Accomplishments – In this section, you will state your awards, recognitions, and achievements.**
7. **Extra-Curricular / Co-Curricular Activities – Which clubs, sports teams, student body office positions, and school charities have you participated in.**
8. **Technical Competencies – Most of you have taken Computer Technology. If you have, you should list Microsoft Office 2007/2010 – Word, Excel, & PowerPoint; Web page design – Dream Weaver; Accounting 1 & 2; Drafting; etc.**
9. **Special Interests / Hobbies – Do you speak any foreign languages? What are you hobbies, and special talents?**
10. **References – Usually stated: References Available Upon Request.**