

### **EXPLANATION FOR RESUME WORKSHEET**

**EDUCATION** - This section includes the following information:

- Name of high school(s) attended
- Full School Address
- Dates Attended
- Graduation Date (anticipated)
- Honors and Awards
- Relevant subjects (courses pointing to your skills)

**EXTRA CURRICULAR ACTIVITIES** - This section of the resume should contain information about the student's:

- School Activities
- Community Activities
- Church or other social group activities
- Offices held within any of these groups

**EXPERIENCE** - Place your work experience here. If you do not have any type of work experience, delete this section. If you use this section it should include:

- All full and part time work
- Any volunteer work
- Babysitting, lawn cutting, newspaper delivery, and summer/seasonal work such as shoveling snow or Christmas inventory

For Each experience you should provide:

- Beginning and ending employment dates
- Full name of employer (supervisor's or boss' name not needed)
- Business address and zip code
- Type of job -title if any
- Specific responsibilities performed

**INTERESTS AND HOBBIES** - List in this section the following items:

- Hobbies
- Special talents
- Ways you spend your leisure time.

**REFERENCES** - At least two references are normally required. However, one must secure permission of each reference prior to listing him/her on the resume.

References should be able to address the student's competence, work habits and attitude toward school or work.