

# Fill in the Blanks Resume

Take some time to review the following document as an example of what you can write for your resume.

**Name**  
**Address**  
**City, State, Zip**  
**Preferred Phone**  
**Preferred Email Address**

**Education-most recent**

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**Experience-make sure to put the most recent at the top**

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**Achievements-anything related to school, church, community**

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**Volunteer experience**

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**Interests/Activities**

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**Skills-anything that you are good at that related to the job (computer skills)**

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