

Résumé Assignment
Recording your Life Story
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Purpose:

This assignment helps students in writing their résumé by gathering their life story. It should be given to them in an electronic format so they can type in the information. It follows the content in the *Employment Search* chapter.

Instructions to Students:

This assignment will help you in getting the content of your résumé together by writing down your life story. Type in the information in the 11 boxes below for each section, and answer the questions at the end.

Academic Enrichment Experiences (study abroad programs, assisting professors with research projects, independent study)

Activities while in high school or college (sports, clubs, drama, choir, band, affiliations with various societies)

Awards/Accomplishments (honor societies, Dean's List, scholarships, academic awards, Eagle Scout, Gold Award, military awards, professional awards, employee recognition)

Certifications (teaching, academic certificates, safety training, CPR, ESL, Public Notary, personal trainer)

Contact information (address, phone number and e-mail)

Education (college currently attending/attended, expected date of graduation, your major/minor, selected course work, list G.P.A if 3.0 or above)

Hobbies/Interests relevant to the job or those that are particularly impressive (blog writing, traveling, athletics, outdoor sports, music, yoga, following the stock exchange, reading)

Leadership Roles (President, Vice President, Treasurer, Secretary board positions in clubs, captain or coach of a sports team, coordinator of various events, scouting patrol leader)

Service (Meals on Wheels, Goodwill, animal shelters, soup kitchens, religious groups, community service). <i>Please note that some of your Service might also fall under Work Experience.</i>
Skills (Computer software/programs, specific technical knowledge)
Work Experience (Full or part time employment, internships, tutoring, assistantships and average hours worked per week especially if over 20 hours)

Please type your responses to the following questions:

Which sections are you finding you don't have much to write about? Why do you think that is the case? What are you going to do, moving forward, to have something to list in those sections—what is your plan?