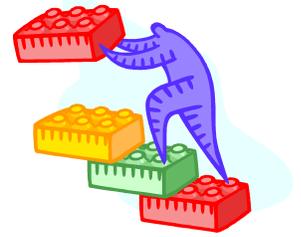


Resume Building Blocks

The purpose of this activity is to start putting together the pieces for a successful professional resume. You may have already developed a resume in other classes – and that’s great! Maybe this is the first time you’ve ever done it – that’s OK, too. What I want you to do is build a new resume from the ground up. The questions below will help build a foundation for your resume and get you started on your exploration of possible careers.



GOAL SETTING

What are your educational goals? What do you want to accomplish in high school (grades, skills, knowledge, etc.)? What are your educational goals after high school?

What are your personal goals ... what do you want to see happen in your life ... this year? Next year? ... in the next five years?

What are your longer-term career goals? What would you like to do in life? What are some of the characteristics of your ideal job?

What are some jobs that you could get in the next year or two (part-time job, internship, co-op) that will help you gain the skills necessary to achieve your career goals? How might they help?

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EDUCATION

What high schools have you attended?

What is your GPA? ____ (You may or may not want to include this on your resume).

What courses have you taken (or will you take) that might help you achieve your career goals?

Have you received any honors, awards, or special recognitions at school?

What school activities (clubs, sports, etc.) have you been involved in at school? (Remember BPA). Did you hold any offices/positions in these activities? Win any awards?

What are some things that you can do or work on in the next year at school to help you achieve your career goals?

SKILLS

What special skills or training do you have? Think about things you have learned in school, at jobs, or just in life. This could include foreign languages, computer skills, job training, lifesaving/CPR, survival skills, or just about anything else that you have learned how to do well. List your skills below with a brief description of each.

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WORK EXPERIENCE

List the jobs that you have had in the space below. These can include part-time jobs, babysitting, lawn mowing, etc. For each job, write a brief description of what your job responsibilities were. Also, did you receive any special recognition, raises, promotions, praise, etc.?

PERSONAL

What are some of the things that you like to do in your spare time (outside of school)? Think about activities, sports, reading, games, church, camping, volunteering, shopping, etc. List your activities and interests below. Circle the ones that are most important to you. What is it about them that make them important?

REFERENCES

Think about who you might list as personal references when applying for a job. These could be current/former bosses, family friends (adult friends, not peers), teachers, coaches, etc. List at least three people who would make good references. What do you think they would say about you?