

Using what you know, complete the resume below. Refer to the prior activities if you have questions on a certain section of the resume. Once you have completed your resume, check your document for spelling and grammar errors.

Name: _____

Address: _____

Phone & Email: _____

Personal Statement

Education

School: _____ Year Graduated: _____

Employment History

Job: _____ Company: _____

From: _____ To: _____

Hobbies and Interests

Professional Skills

Skill: _____

Skill: _____

Skill: _____

References

Name: _____ Relationship: _____

Email: _____ Phone: _____

Name: _____ Relationship: _____

Email: _____ Phone: _____