***MY FIRST RESUME***

Your Name

A resume is a short summary of a person’s work experience and qualifications. You can create your first resume by filling in the blanks.

Address

City State Zip

Telephone

**Position Sought:**

(A job you might want to have)

**Abilities and Talents:** (list positive character traits and things you are good at. For example: good listener, reliable, computer skills, good in math, great speller)

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**Achievements and Awards:** (list awards you have received and when. For example; Honor Roll for 4th Grade, Perfect Attendance 2nd Grade, Scouting Award 2004, Citizenship Award.)

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**Work Experience:** (list jobs you had or currently have. For example: dog walker, babysitter, plant

waterer, salesperson at school store. These do not have to be jobs you receive pay for.)

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* .

**Education:**

* (Grade and Name of School)

**References:** (list people who will say good things about you)

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