

## RESUME BUILDING WORKSHEET INSTRUCTIONS

### Read:

Whether applying for acceptance into technical school or college, for a scholarship, or with a place of employment, you can truly benefit from creating a resume. Today you will complete a worksheet that will help you in the process of creating a computer-generated resume that highlights YOU – the kind that makes you stand out from other people eager to be selected. The goal of a resume is to create a snapshot of your experience, skills, character, etc. that will be of interest to those who will receive the resume.

There may be sections of the resume worksheet that you can't complete today. Keep these in mind and work toward finding the information or participating in activities that are missing. It is not too late to start building activities (such as extracurricular or community service) to include on your resume!

You may need to attach an additional page to the resume worksheet if the size of the section is not large enough. Be sure to title the section on any additional pages used.

### REMINDERS & TIPS FOR PAGE 2 OF THE RESUME WORKSHEET

#### Volunteer & Community Service:

- Be sure to include any community service completed as part of a club, community group, or church group. Examples might include blood drives, raising money for a charity, food drives, toy drives, etc.

#### Extracurricular Activities:

- Don't forget to list any clubs in which you have participated on "club days"

#### Honors & Awards:

- Don't forget to list any of the following types of awards:
  - Those received during honors day assemblies while in high school
  - Honor Roll, Merit List, Perfect Attendance, 212, or PRIDE awards
  - Extracurricular Awards (such as those from a sports/club banquet)
  - Awards/honors received as part of a competitive group (such as band, chorus, FBLA, FCCLA, Skills, FFA, etc.)

# KHS Resume Building Worksheet

## Personal Information

Full Name:	Email:	
Address:	City:	Zip:
Telephone (home):	Telephone (cell):	

**Positive Character Traits** Choose 3-5 traits that you feel best describe you. You can also record traits not listed.

Adaptive	Assertive	Capable	Competent	Confident	Cooperative	Creative	Dependable	Detail-oriented	Efficient
Enthusiastic	Focused	Friendly	Helpful	Honest	Independent	Intelligent	Motivated	Optimistic	Organized
Polite	Problem-solver	Prompt	Resourceful	Responsible	Trustworthy				

## Education

<b>Konawaena High School Kealahou, HI</b>	Start Year: _____	Expected Graduation Year: _____	Current GPA: _____
<b>Other High Schools That You Have Attended:</b>			
School name: _____	City,State: _____	Yrs Attended: _____	
School name: _____	City,State: _____	Yrs Attended: _____	
Important/relevant courses that you have taken: (especially those related to your career interest or honors/AP courses)			
Skills acquired/taught as part of educational experience:			
Describe any and all experience that you have with computers and technology. Be sure to list programs for which you are familiar (such as Microsoft Word, Powerpoint, Excel, Photoshop, etc.). You should also list any online video, social networking, or blogging experience.			

**Work Experience** List up to 3 of your employers, beginning with the current or most recent.

<b>Employer #1:</b>		City,State:
Job Title:	Name of Immediate Supervisor:	
Job Duties/Responsibilities:		
<b>Employer #2:</b>		City,State:
Job Title:	Name of Immediate Supervisor:	
Job Duties/Responsibilities:		

**Volunteer Experience/Community Service:**

Activity/Group:	Your role:
Activity/Group:	Your role:
Activity/Group:	Your role:
Activity/Group:	Your role:
Activity/Group:	Your role:
Activity/Group:	Your role:

**Extracurricular Activities:** List high school sports & clubs in which you have participated. This may include those in the community or church. Be sure to list any leadership positions held.

Activity:	Dates: _____ to _____	Your role:
Activity:	Dates: _____ to _____	Your role:
Activity:	Dates: _____ to _____	Your role:
Activity:	Dates: _____ to _____	Your role:
Activity:	Dates: _____ to _____	Your role:
Activity:	Dates: _____ to _____	Your role:
Activity:	Dates: _____ to _____	Your role:
Activity:	Dates: _____ to _____	Your role:

**Honors/Awards:** List any awards or honors received while in high school.

Honor/Award:	Date:
Honor/Award:	Date:
Honor/Award:	Date:
Honor/Award:	Date:
Honor/Award:	Date:
Honor/Award:	Date:

**Hobbies/Interests:** List hobbies or interests that think will highlight your skills, capabilities, or character.

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**References:** List 3 people who you think would give a favorable recommendation for you. It may not be your parents or a family member. The person must be more than 18 years old and someone who has known you for more than 1 year.

#1 Full name:	Phone:
Place of Employment:	Job Title:
Address:	Email:
#2 Full name:	Phone:
Place of Employment:	Job Title:
Address:	Email:
#3 Full name:	Phone:
Place of Employment:	Job Title:
Address:	Email: