

Resume and Work Application Basics

Name: _____ **Date:** _____

LEARNING OBJECTIVE

The student will draft a simple, age-appropriate first resume highlighting skills and experience.

MATERIALS NEEDED

- paper
- pen or a computer/word processor (optional)
- ruler

HANDS-ON ACTIVITY

1. At the top of your paper, write your full name and contact information section (you can use placeholder/practice contact info) in a clear header.
2. Create an 'Education' section listing your current school/grade level.
3. Create a 'Skills' section and list at least 5 skills you have (from schoolwork, hobbies, sports, volunteering, or babysitting/chores), such as 'reliable,' 'good with younger kids,' 'basic computer skills,' or 'teamwork from sports.'
4. Create an 'Experience/Activities' section listing at least 3 real experiences (school clubs, volunteer work, sports teams, family responsibilities, or babysitting) with one line describing what you did in each.
5. Format your resume neatly with clear section headers, consistent spacing, and no spelling errors — read through it once and correct any mistakes.

QUESTIONS

1. List 3 of the skills you included on your resume.
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2. List one experience or activity from your resume and the one line you wrote describing it.
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3. Why is it important to include specific skills and experiences on a resume, rather than general statements like 'I am a good worker'?
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- 4. Even without formal work experience, what kinds of activities can a young person include on a first resume?**
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