Résumé Scratch Sheet

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| Name: |  | Date: |  |

Use this activity to write freely about your education, experiences, and so on. Don’t worry about making mistakes. Write as much as you can in response to each question. Later, you can pick and choose the parts you will include in your résumé.

1. What name, address, email, and phone number do you want to give employers?
2. What kind of job would you like to do?
3. What would make you really good at the job you’d like to do?
4. When have you done this kind of work in the past (for pay or not)?
5. What is your current level of education, and what have you studied that would help you do the job you are interested in?
6. Who could put in a good word for you with employers, and what positions do these people have?
7. What other information would you like employer to know about you?