

BUILD YOUR SAMPLE RESUME

UNIT: MANUFACTURING LEVEL 3

WRITTEN PAPER

Résumés are important in a job interview. These documents provide an employer with an account of your education and work experience. Often, they also list your special skills, hobbies, and/or interests.

A résumé is a one-page snapshot of you. The résumé typically should be no more than one page. In this activity, you will use a template in a word processing software program to insert information about yourself as if you were applying for a job. You may not have a lot of information to work with at this stage in your life, so go ahead and make up some of the details as practice. Your instructor will assign you the template and number of jobs, hobbies, and skills to present in your résumé.

SAMPLE RESUME FROM MS WORD

Students should review the template on the following page to design their own resume on the resume page that has fill in the blanks.