

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DIRECTIONS** Complete the various sections of this rough draft resume. Be sure to thoroughly read the section-specific directions before filling in your answers. Once you have completed this document, you will review it with your class and then begin to compose a digital version of this document.

### Objective Statement

The objective statement is a one sentence statement of what you are seeking and why. Fill in the 'seeking' section and then the 'why' section. Then write a 'statement' that combines the two into one sentence.

- Seeking
- Why
- Statement

### Education

The education section is a listing of the last grade completed as well as your cumulative GPA. Your advisor should have your most up-to-date GPA available. Complete the 'School' section for the school where you completed your last grade. Fill in the 'Last Grade' section, and then the 'GPA' section.

- School
- Last Grade
- GPA

### Experience

In this section, fill in any and all relevant work experience you have. This can include items as minor as babysitting, lawn mowing, or life guarding, but should not include items such as chores. Other things you should consider are volunteer experiences, religious work (e.g. working in the nursery during worship service), or school-related volunteerism (e.g. cleaning up the school grounds). For each experience, give a one to two word title and then explain the activity in one sentence. For instance, Katrina relief – Volunteered at one Hurricane Katrina clean-up effort in Louisiana.

- Experience #1
- Experience #2
- Experience #3
- Experience #4

### Skills/Abilities

For each skill below, please list one skill that you are really good at. For instance, you may list organization, quick learner, good listener, etc. For each skill listed, provide a one sentence explanation of the skill. Then provide one sentence of when you used this skill. Provide the most meaningful and personal experience that you can. For instance, "Good time management – I am able to utilize my time wisely. I use this skill when working on big school project."

- Skill #1  
Skill  
Explanation  
Use
- Skill #2  
Skill  
Explanation  
Use
- Skill #3  
Skill  
Explanation  
Use
- Skill #4  
Skill  
Explanation  
Use

### Educational Projects

For educational project, list one very meaningful project you worked on in class. Give the project a basic title (i.e. Science Lab, Persuasive Essay, etc.). List the title of the project and then give a one sentence description of the project. Then write a description of one or more of the four skills above that were used during the project.

- Basic Title
- Project Title
- Description
- Skills Used

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## Workshops and Seminars

For this section, list any and all educational workshops or seminars you have attended. This section is a listing of any non-school educational workshops that you have attended. Examples may include conferences, instructions on how to do an activity, or informational session for an organization. An example may be 4-H workshop on gardening, Red Cross information session, Community College mini-course on cooking safety. After you list the activity, give the dates of the event. Providing just a year is sufficient.

### Event 1

Date

### Event 2

Date

### Event 3

Date

## Honors and Achievements

In this section, list any honor or achievement for which you have been recognized. This may include honor roll, certificate of participation, or another specific award. For each entry provide a date for when you received this recognition.

### Recognition 1

Date

### Recognition 2

Date

### Recognition 3

Date

## Leadership and Membership

In this section list any and all organizations, clubs, or sports teams, of which you are a member. After each entry, list any leadership position you held, and then the dates of leadership or membership.

### Leadership/Membership 1

Position

Date

### Leadership/Membership 2

Position

Date

### Leadership/Membership 3

Position

Date

## References

Finally, list three adults who are not related to you who can describe to a potential mentor why you would be a good person to have in an internship. After each name, list their relationship, and contact information. For example, Mrs. Pickwick, Social Studies teacher, The Graham School, Columbus, Ohio.

### Reference 1

Relationship

Contact Information

### Reference 2

Relationship

Contact Information

### Reference 3

Relationship

Contact Information