
OPTION 3--BASIC EMPLOYMENT SKILLS**STUDENT**

Name _____

Class _____

RESUME

Resumes may be prepared in various forms. This sample includes the basic forms for a resume. This sample may be adjusted according to your individual needs and the job for which you are applying.

Name:

Address:

Telephone:

Job Objective: (Briefly state your goals and the type of job you want.)

Education:

High School (Name and address)

Relevant Courses

Grade Point Average (only if it is above 3.75)

Activities (List major ones only.)

Special Skills:

Work Experience: (organize by function or year.)

References: (References available upon request.)