

# build your RÉSUMÉ

By this time, you have had a chance to explore some of the careers you might be interested in. You have made lists and looked at reference material.

Now you need to build a résumé to help you get your desired job. In the area at right, or on a computer, build a résumé based on your likes and dislikes and strengths and weakness.

Be sure to place your personal information like name, address, e-mail address and telephone number at the top of the page, and start your résumé with a sentence that describes the career you want (i.e.: I would like an entry-level position in the computer technology field of Internet design.).

Include your educational history based on what education is necessary to achieve your desired career. Also include any jobs you have had and any community service you have performed.

Name, address,  
phone, e-mail

Introduction:

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Educational history:

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Work history:

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Community service:

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Other:

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