

Worksheet 17

Resume Information

The resume needs to answer these questions for the employer.

Contact Information

Who are you? _____

Your full name: _____

Your street address: _____

Your city, state, and ZIP code: _____

Your full telephone number: _____

Job Objective

What do you want to do?

Special Skills

What can you do?

Strengths

What is the best thing about you?

Accomplishments

What have you done that you are proud of?
