

RESUME´

This chapter asks you to create a resume´ for yourself. Resume´s are best if they are limited to a page and highlight the most important points about your qualifications were you to apply for a job. **When you list education, experience, accomplishments, and goals, place the most recent or most important first.** There are several common resume´ forms, however use the one below for this chapter:

NAME	AGE
STREET ADDRESS	MARITAL STATUS
CITY, STATE ZIP CODE	HEALTH

PRESENTATION OF CANDIDATE (written paragraph)

EDUCATION (list your schools and the years attended for each)

WORK EXPERIENCE (chores or after-school/summer jobs have you had)

MAJOR ACCOMPLISHMENTS (any awards, volunteered, firsts, feats of courage)

GOALS (whatever you hope to do or be)

Example:

Superman	middle age
734 Somewhere Drive	single
Metropolis, NY 10016	excellent health except for Kryptonite allergy

Education

- Smallville High School, graduated in 1933
- School of Hard Knocks, 1933-present

Work Experience

- Assisted police in capturing criminals
- Assisted Armed Forces during wartime
- Assisted Lois Lane in escaping dangers

Major Accomplishments

- Captured Lex Luther
- Reversed California earthquake
- Entertained millions

Goals

- Develop ESP
- Put an end to crime

