NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-write and Draft 1 is due \_\_\_\_\_\_\_\_\_\_\_\_

Pre-write and Draft 1-2(typed) is due \_\_\_\_\_\_\_\_\_\_\_\_

Resume Pre-write:

**Name and Contact Information** on the top

(Make up your contact info: phone, address, email, website)

**Education**:

* at least 2 schools, diploma/degree, city, state, GPA, dates attended

**Related Work Experience:**

* at least 3 previous jobs, title of your position, three bullet points under each job describing your role, dates of employment

**Work Experience:**

* List at least 2 other jobs you may have had that don’t relate to the field that you are going into. (no need to describe them, just list your job title, dates employed, and the city/state it was in)

**Community Service/Other Activities:**

* List at least three community service examples and the dates they were completed

* List at least 2 activities you were involved in during High School and their dates.

**Honors/ Awards:**

* List at least 3 honors or awards you may have received and the dates you received them. If they were for a club or organization, be sure to name that as well. Examples: honor roll, honor society, most valuable player, Valedictorian, 1st place at a music festival, etc.

**References:**

* List at least two supervisors, coaches, teachers, or older mentors in your life that would give a good recommendation for you for a job. Make up their contact info and list it as well. (phone, email, address)