

My First Resume

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Your Name

Address

City

State

Zip

Telephone and E-mail

Position Sought:

(A job you might want to have)

Abilities and Talents:

(List positive character traits and things you are good at. For example: good listener, reliable, computer skills, good in math, great speller)

- _____
- _____
- _____
- _____
- _____

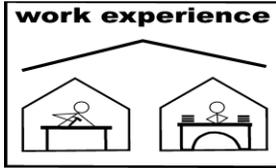
Achievements and Awards:



(List awards you have received and when. For example; Honor Roll for 7th Grade, Perfect Attendance 6th Grade, Scouting Award 2010, Citizenship Award)

- _____
- _____
- _____
- _____
- _____

Work Experience:



(List jobs you had or currently have. For example: dog walker, babysitter, salesperson at school store. These do not have to be jobs you have received pay for.)

- _____
- _____
- _____

Education:



- _____

Grade	Name of School
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References:



(List people who will say good things about you)

- _____
- _____
- _____