

## My First Resume

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Your Name

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Address

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City

State

Zip

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Telephone and E-mail

### Position Sought:

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(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)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

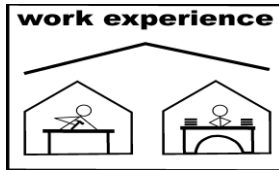
### Achievements and Awards:



(List awards you have received and when. For example; Honor Roll for 7<sup>th</sup> Grade, Perfect Attendance 6<sup>th</sup> 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

## References:



(List people who will say good things about you)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_