

Resume Writing Workshop Activity

Structuring a Successful Resume

Here is some introductory information to resumes. Follow the directions below to build your resume skills.

- Step 1: Read through the list of information that may appear in a resume.
- Step 2: Decide and write down the section heading(s) that you think will best present each piece of information in your resume.
- Step 3: Rank each of these sections in the order that you would present them in your own resume.

Your Information	Possible Section or Heading in Resume	Order
Your academic qualifications		
Skills you bring		
Personal qualities you bring		
Special knowledge		
Your interests		
Your principle achievements		
Your employment and work experience		
Clubs, volunteer work, other affiliations		
Your name and Contact information		