

RESUME INFORMATION

- PERSONAL DATA:** You should provide your name, address and telephone number, which are the only required personal information.
- JOB OBJECTIVE:** You may want to leave this out if you do not want to limit yourself to a particular job, or you may describe the type of job you want. If your interests cover a broad occupational field, state this clearly.
- EDUCATION:** Include the name and city of the schools you have attended since 9th grade.
- TRAINING:** List any experience that you have had that has taught you skills. If you have taken certain classes that relate to a job you would apply for, list them here.
- WORK EXPERIENCE:** List work experience, paid or unpaid, including any volunteer work you have done.
- WORK SKILLS:** A skills breakdown may include such things as "can use sander, grinder, etc." Sometimes personal hobbies or projects may involve certain skills which you may be to list as work skills, such as sewing, carpentry, photography, mechanics, electronics, etc.
- PERSONAL SKILLS:** Everyone has personal skills such as good communicator, responsible, reliable, etc.
- REFERENCES:** Never list a reference unless the person knows that you have asked them. School staff, previous employers, and people who know you from volunteer positions are good references. List their names, addresses and phone numbers. Often the phrase "references available upon request" is best, if you want the flexibility to give different references depending on the position you are applying for.