Resume Planner

**Contact info**: address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Experiences**: Think of different experiences you have had to help prepare you for a job.

Name the experience and then describe starting with a verb.

Ex. Babysitting: cared for younger siblings, prepared meals and snacks, responded to children’s needs, and was responsible for monitoring homework completion

Household Chores: maintain an organized and clean room, assist with meal preparations once per week, care for family pet, and complete and organize personal laundry.

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Use this link to help you with verbs: <http://jobmob.co.il/blog/positive-resume-action-verbs/>

**Activities**: Name your involvement in activities, and then use an action verb to describe

Ex. Basketball: collaborated with teammates for a 8-2 season

Science Olympiad: problem solved strategies to build a bottle rocket

Jazz Band: practiced daily and performed collectively advanced music selections

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**Awards**: List any awards you have received and why you received them.

Ex. Fox West Academy Honor Award—maintaining a respectful work environment for classmates

Hortonville Middle School Bravo Award—outstanding leadership in music class

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**Trainings/Education**: List any trainings or education outside of typical school that you have—then describe.

Ex. Hunter’s Safety—trained and educated on firearms safety

CPR/First Aid—trained and prepared to respond to a medical emergency as a citizen

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List 12 words that describe you honestly.

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Start on your own, but when/if you get stuck use this website to help you brainstorm some ideas.

<http://jobmob.co.il/blog/positive-personality-adjectives/>

Any other information you feel is important for an employer to know about you.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if completing electronically, just have parent email [jenniferkoenecke@hasd.org](mailto:jenniferkoenecke@hasd.org) to confirm reading over.