**Module 8 Job Sheet**

**Resume Building**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill Correlation:** This activity is designed to assist students in resume development.

**Objective:** Upon completion, the student will have demonstrated the ability to create a professional resume and to explain the importance of doing so.

**Directions:** Read the various items listed within the Resume Guide on the Careeronestop website. Write a sentence summarizing each of the following:

1. Why you need a great resume
2. Top resume strategies
3. Do your research
4. Writing your resume
5. Market your resume
6. Make the most of the Internet
7. Sample resume walk-through
8. More sample resumes
9. Get more resume help
10. Resume FAQs

Develop your own one-page resume, print and submit a hard-copy of it.

**References: U.S. Department of Labor Careeronestop** [**https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx**](https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx)