**Create a Resume Outline**

***Directions****: You will use this sheet as a guide to gather information for your resume.*

**Contact/Personal Information:**

*(Name, Address, Phone Numbers, Email)*

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**Objective:**

*(State why you want the job and/or what you would like to do for work.)*

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**Education:**

*(List your most recent first, which would be high school.)*

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**Work experience:**

*(List your most recent jobs first, include company name, city/state, phone number and contact person.)*

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**Additional qualifications:**

*(List any community service, volunteer positions, awards, extra-curricular activities. BE SPECIFIC!)*

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