My Growing Resume

Name: _____

Draft in pencil and update it after every job try-out, volunteer shift, or new skill. Write your name at the top. Add your contact information on the final copy that goes into Tab 5.

Career goal: The kind of work I want and why.

_____

Skills (check all I can show, then add my own)

☐ Arrives on time ☐ Follows multi-step directions ☐ Works with a team ☐ Uses a task checklist
☐ Asks for help when needed ☐ Keeps work area clean ☐ Handles cash ☐ Uses a computer/tablet
☐ Customer service ☐ Food prep/kitchen

_____ _____

Work experience (school jobs, job try-outs, community job training)

Dates	Job / place	What I did (start with an action word)

Volunteer and community experience

Dates	Organization / event	What I did

Education

Ferndale High School, Ferndale, WA
Transitions program · Expected exit: _____

Certificates and awards

_____

_____

Interests

_____

_____

References (ask permission first)

_____

_____