

Resume Writing Plan

Tips: Use simple words and keep your sentences short and clear. Always use the same verb tense when describing tasks. Type your resume neatly, use point form, and make several copies. References are usually given upon request.

Write a chronological resume.

Name: (first and last)

Address: (street, town, city, province, country, postal code)

Telephone: (area code, number)

E-Mail:

Position applying for:

Education: (name of school, address, telephone number, level completed, date of completion).

Training/Skills: (name of school, address, telephone number, type of training received, skills acquired, date of completion).

Work Experience: (title of position, company name and address, tasks, and responsibilities).

Volunteer Experience: (start from the most recent).

Interests/Hobbies:

References: Upon request. Check with people before using their names, do not use family or friends.

Steps to follow

1. **Make a Writing Plan to list all the important information about yourself.**
2. **Save all your work in a folder.**
3. **Proofread. Check for grammar and spelling mistakes.**
4. **Write a final copy.**
5. **Have another student give you some feedback.**
6. **Print out.**
7. **Submit.**