



# MY FIRST RÉSUMÉ

A résumé is a short summary of a person's work experience and talents. Think about the chores you do at home, and the things you are good at in school or out of school. You can create your first resume by filling in the blanks!

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone number

**Position:** \_\_\_\_\_  
(A job you might want to have)

**Abilities and Talents:** (List positive things about yourself and things you are good at. For example, great speller, good friend, good in math, etc.)

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★ \_\_\_\_\_

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★ \_\_\_\_\_

**Achievements and Awards:** (List awards you have received. For example, perfect attendance, Girl Scout or Boy Scout awards and badges, honor role, etc.)

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★ \_\_\_\_\_

★ \_\_\_\_\_

★ \_\_\_\_\_

**Experience:** (List jobs you have now and in the past. For example, walking the dog, cleaning your room, helping with dishes, setting the table, watering the plants, etc.)

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★ \_\_\_\_\_

**Education:** \_\_\_\_\_  
Grade Name of School

**References:** (List people who will say nice things about you.)

★ \_\_\_\_\_

★ \_\_\_\_\_