



# Bayview High

## *Hidden Talent*

### Chapter 9: Running the Numbers

## Working with Words—Writing a Résumé

Imagine that you would like to get a job at the shoe store. In order to apply for the job you must submit a résumé which will give the employer the information about you in a clear and concise manner.

A résumé should contain the following information:

- Identification
  - Name
  - Address
  - Phone number
  - E-mail address
- Education
  - Begin with current education and work back
  - Name schools and any awards won
- Work and volunteer experience
  - Highlight two or three skills per job that fit the job description
- Other significant activities
  - Other clubs or hobbies or job-related skills
- References
  - Other employers
  - Teachers or coaches

Using a sheet of quality paper, write your résumé for the job.