

# Resume Brainstorming

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**Instructions:** Read the following questions and answer the ones that are most relevant to you. Answering the questions will help you brainstorm material for the different sections of your resume. Refer back to your answers when you complete the Master Resume Worksheet on the next page.

## Objective

- Do you have a cause that you are passionate about working for?
- What skills would you like to learn and build on?
- What skills do you think are important to have in order to get a job?

## Work/Volunteer Experience

- Do you or have you helped any family members or neighbors by raking/mowing their lawn?
- Do you take care of younger family members?
- Do you help your parents translate documents, take phone calls, or interpret at the doctor's office?
- Have you done any volunteer work through school/church/family?

## Skills

- Does your school make you use Google Drive? What do you use it for?
- What operating system do you often use? Mac? Windows?
- Do you use photo, music or video editing software?
- Do you have an email account? Do you use it often?
- Do you speak a different language than English at home?

## Achievements

- Have you received any awards or certificates at school?
- Have you achieved any certificates or training at school for computer or other skills?
- Are you a captain of any sports teams or a leader in any after-school clubs?
- Have you received awards for volunteer work?

## Interests and Activities

- What do you like doing with your free time?
- Do you play in a sports team at your school or outside of school?
- Do you play an instrument or sing?
- Do you write music? Stories? Poems?
- Do you draw? Use Photoshop?
- What afterschool activities are you involved with? How often? How many days a week for how many hours? What do you do?
- What skills do you think are important to have in order to get a job?

## References

- Do you have a teacher, counselor, coach, or religious leader that could serve as your reference?
- Did you get permission from them to use them as a reference?

# Master Resume Worksheet

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**Instructions:** Complete the following worksheet with YOUR information. Skip sections or lines that aren't relevant to you.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_@\_\_\_\_\_.

Phone Number: (\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Education

High School: \_\_\_\_\_

City: \_\_\_\_\_ Grade: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

### Work Experience

1. Position title: \_\_\_\_\_

Organization name: \_\_\_\_\_

Dates Worked (months & years only) From: \_\_\_\_\_ To: \_\_\_\_\_

Name of supervisor(s): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

2. Position title: \_\_\_\_\_

Organization name: \_\_\_\_\_

Dates volunteered (months & years only) From: \_\_\_\_\_ To: \_\_\_\_\_

Name of supervisor(s): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

### Volunteer Positions

Position title: \_\_\_\_\_

Organization name: \_\_\_\_\_

Dates volunteered (months & years only) From: \_\_\_\_\_ To: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

**Skills**

- \_\_\_\_\_
- \_\_\_\_\_

**Achievements**

- \_\_\_\_\_
- \_\_\_\_\_

**Interests and Activities**

- \_\_\_\_\_
- \_\_\_\_\_

**Professional References**

1. Name (First and Last): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Position/relationship: \_\_\_\_\_

2. Name (First and Last): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Position/relationship: \_\_\_\_\_