



**NATIONAL  
SKILLED  
TRADES DAY**

## My First Résumé

A résumé is a summary of your work experiences and skills.  
You write a résumé to find a job you are interested in.

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

What career are you interested in? \_\_\_\_\_

Education: (What grade are you in?) \_\_\_\_\_

Name of School: \_\_\_\_\_

Favorite subjects in school: \_\_\_\_\_

Work Experience: (What jobs do you have at home? Examples:  
Dog walker, baby sitter, dishwasher, clean the kitchen, reading  
volunteer at church.) \_\_\_\_\_

Skills: (What are you good at? Examples: Good listener, good  
reader, computer skills, organized.) \_\_\_\_\_

Honors & Awards: (Have you received any certificates or  
trophies? Do you have Perfect Attendance at school? Are you on  
the Honor Roll at school?) \_\_\_\_\_

References: List people who will say nice things about you  
\_\_\_\_\_