

Activity Sheet: Customizing Your Resume Part 1

**ACTIVITY #1**

Open and view both the functional and chronological resume templates. Select the one that is most appropriate for you and save it to the desktop so you may work on it during class.

(**File** > **Save** **As** > **Computer** > **Desktop** > **Save**)

**ACTIVITY #2**

Review the resume below. Circle the errors in formatting and/or language.

Mark Paul Jones

155 N. Washington Lane, Elgin, IL 60124

5555555555 | [highroller@aol.com](mailto:highroller@aol.com)

**PROFILE**

Manager with 10 years of people management experience.

**EDUCATION**

Concordia University, IL 2000-2005

*Business Degree*

Oak Park River Forest High School, Oak Park, IL 1995-1999

General Studies

**Work Experience**

Copy World, Woodridge, IL- 2005-Present

**Manager**

* Make schedules
* Delegate tasks
* Order stock and take inventosty
* Help customrers
* Teambuilding activites

**References**

Sam Jones, 555-555-1212

Mary Parker, 555-555-1212

Larry Walker, 555-555-1212

**Computer Aplications**

* Office 2013
* ADP
* Facebook

**ACTIVITY #3**

Open the resume template you saved to the desktop and customize the heading with your information.

**ACTIVITY #4**

If you chose the *Functional Resume Template*, customize the objective; if you chose the *Chronological Resume Template*, begin brainstorming ideas for the 2-3 sentences required for your profile.

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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACTIVITY #5**

Begin creating a list of transferrable skills to use in your resume.

**Note:** If you want to keep this evening’s work, be sure to save your file to a flash drive, Google Drive, OneDrive, or email it to yourself.

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| **2.** | **10.** |
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