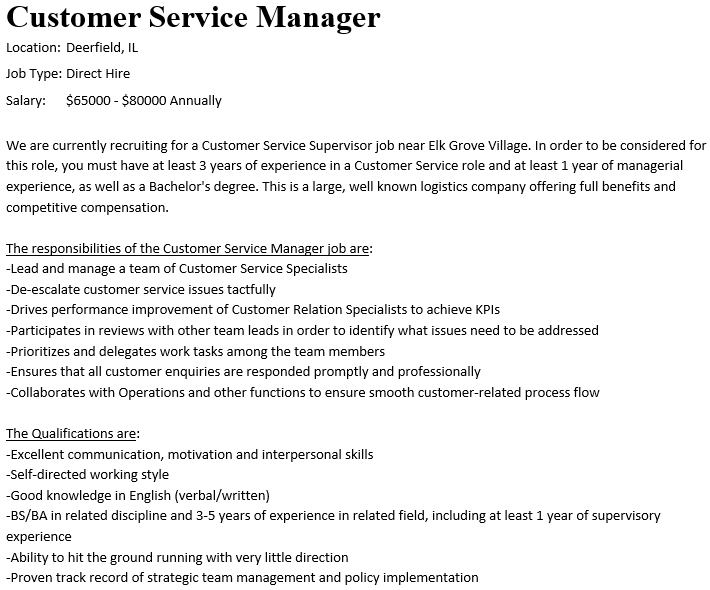


Activity Sheet: Customizing Your Resume Part 2

**ACTIVITY #1**

Review the Customer Service Manager job posting listed below. Underline the important and/or transferable skills they’re seeking in applicants.



**ACTIVITY #2**

Open your saved resume (or the resume template of your choice, if you don’t have it with you) and begin entering the appropriate information into the **Work Experience** section.

**ACTIVITY #3**

Using your saved resume or the resume template of your choice, begin entering the appropriate information into the **Education** section.

**ACTIVITY #4**

Using your saved resume or the resume template of your choice, create any additional sections needed for your resume and begin entering the appropriate information.

**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.