

# Ten Minute Resume

## **Exercise**

Set the clock and take ten minutes to create a resume. Do not focus on details such as dates; simply write as much information about yourself as possible.

\* Remember to reflect on your positive attributes! I know you have a lot of them, so let's hear it!

## **Personal Information**

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

Address: \_\_\_\_\_

## **Objective (or goal)**

(Hint: A brief but, strong statement that will let the potential employer know how you will be a valuable member of their team. For example: To obtain a position with ABC Company where I may utilize my customer service experience and ability to work well within a team.)

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## **Education**

Write down where you went to school, and include what you did there. For example, I went to Elliot Lake Secondary Schools. I played on the basketball team and was assistant captain of my volleyball team.

Education: \_\_\_\_\_

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\*\* \_\_\_\_\_

\*\* \_\_\_\_\_

\*\* \_\_\_\_\_

## Skills and Qualifications

For example, you might consider skills such as : strong organizational skills, excellent communication skills, exceptional computer skills, proven attention to accuracy and precision and such qualifications as : advanced user of PowerPoint, First Aid Training, CPR qualified, etc.

** _____	** _____
** _____	** _____
** _____	** _____
** _____	** _____

## Employment History- Babysitting, shovelling, cutting lawn, etc!

**Company Name:** \_\_\_\_\_ **City:** \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Date Employed: \_\_\_\_\_

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