

# Oral and Written Communication Skills 2

## WRITING A RESUME

Create an updated resume including your current job. Use the information from the PowerPoint to help you design it. Avoid using the templates in Microsoft word.

Your resume must include the following sections:

- Personal Info (name, address, phone number, email address)
- Objective
- Education
- Work Experience-all jobs, internships and volunteer work
- May include some or all of the following:
  - Awards/Honors
  - Extracurricular Activities (sports, club, church, etc.)
  - Community Service
- References (**3 required**)- include name, address, phone, job title

Your resume may not be more than one page in length.

For the text use Times New Roman font and the standard font size (12pt), except the your name which may be up to 28 pt.

Soft Skills @ Work

