## Project 1: What is a Resume?

Read the article “High School Resume: A Step by Step Guide” by Cappex, and respond to the following questions in complete sentences:

1. What is a resume? What are they used for?
2. Why might you need a resume at this stage of your career?
3. Based on your life, which sections of a resume would you include in your own personal resume?
4. What are soft skills? List some soft skills that you might have, and which jobs or experiences that you’ve had that led to developing those skills.
5. What are hard skills? List some hard skills that you have, and which jobs or experiences that you’ve had that led to developing those skills.
6. Aside from the different sections, what other important information needs to be included on a resume?