

Use the sheet below to write the content for your résumé. Remember to consider the *reader, purpose, context* and *criteria* for the résumé, based on your Reader-Centered Résumé template.

Personal Profile

Who are you?

Why do you want this job?

What do you want to make better?

How will this prepare you for the future?

Work Experience

Position: _____

Employer: _____

Dates: _____ / _____

Responsibilities:

- _____
- _____
- _____

Position: _____

Employer: _____

Dates: _____ / _____

Responsibilities:

- _____
- _____
- _____

Skills

Education

School: _____

Dates: _____

GPA: _____

Awards: _____