**Resume Project**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student resumes should include contact information, job objective, education, related coursework, extra-curricular activities and community service, related experience, and references.

Use the resume in your textbook, sample resume in WORD templates, or sample resume on the Internet to develop your personal resume.

Your resume must include all of the sections listed in paragraph one.

Write a rough draft of the resume first and then type an error-free copy. Make sure to include all of your strengths (examples: bi-lingual, keyboarding and computer skills, telephone skills, etc.) You must include the professional relationship and telephone numbers of all references. References should be contacted in advance to grant permission to list their names on the resume.