

MPATC - Resume Worksheet

Resume Tips

- ❖ Keep it brief—maximum two pages.
- ❖ Proofread several times. Don't just rely on spell check! Ask a friend or classmate to proofread your resume. One typo can send your resume to the trash.
- ❖ Make it easy to read. Use at least 11 point font, black ink on white or grey paper. No fancy fonts, colored paper or ink.
- ❖ Organize your information with bullet points, not paragraphs, and leave enough white space so your resume looks clean and visually interesting
- ❖ Always include a cover letter with your resume.
- ❖ Ask permission from a person before you use them as a reference.

Personal Information

Your Full, Legal Name:	
Address, City, State & Zip Code:	
Phone #: (include area code)	
E-mail Address:	

Education - Begin with the school most recently attended. Do not include elementary or middle schools.

	School #1	School #2	School #3
School Name:	Mt. Pleasant Area Technical Center		
City & State:	Mt. Pleasant, Michigan		
Year attended or graduated:			
Courses Taken:			

Skills / Abilities – Computer software, machines/tools, carpentry, music, cooking, small engine repair, drafting, camera/video equipment, dependable, hardworking, love working with people, etc.)

1.	2.	3.
4.	5.	6.

Sports / Clubs / Leadership – Clubs, Teams & Groups you were part of & what you accomplished

1.	2.	3.
4.	5.	6.

Honors / Awards – (ex: athletics, BPA, honor roll, honor society, music, scholarships, etc)

1.	2.	3.
4.	5.	6.

Volunteer Experience (ex: Soup kitchen, Toys for Tots, Christmas Outreach, Special Olympic volunteer, Miles for Miracles, Breast Cancer awareness, etc)

1.	2.	3.
4.	5.	6.

Work Experience

	Company #1	Company #2	Company #3
Company Name:			
Address, City, State & Zip Code:			
Job Title:			
Dates Employed:			
Job Responsibilities:			

References – *Personal Reference* – provide the name, home address and home phone number of the person.
Work/Job Reference – provide the name, title, business name, business address and business phone number of the person you worked for.

	Reference #1	Reference #2	Reference #3
Name:			
Job Title:			
Company Name:			
Address, City, State, Zip Code:			
Phone Number:			