

Use this as a tool for collecting thoughts for your resume. I've also included samples that might be helpful.

WHAT ARE MY SKILLS

Look at the material you wrote in each column and use it to complete this worksheet, matching the activities and experiences you listed for each year to the skill listed in the first column.

SKILL	EXAMPLES OF HOW I USED THAT SKILL	WHAT WAS THE OUTCOME
Leadership		
Citizenship		
Solves Problems		
Gathers and Organizes Resources for Projects		
Manages Money		

SKILL	EXAMPLES OF HOW I USED THAT SKILL	WHAT WAS THE OUTCOME
Acts As a Team Member		
Teaches Others New Skills		
Negotiates		
Communicates Orally or In Print		
Responsible		

SKILL	EXAMPLES OF HOW I USED THAT SKILL	WHAT WAS THE OUTCOME
Acquires, Organizes, and Maintains Information		
Uses Technology		

In the *What Was the Outcome* column, students should list such things as honors, awards received, or newspaper articles written. They can also list actual outcomes in this column, such as amount of money raised, number of "things" completed, or made, or number of competitions participated in.

WHAT ARE MY SKILLS: Sample

Look at the material you wrote in each column on your sheet of paper and use it to complete the worksheet, matching the activities and experiences you listed for each year to the skill listed in the first column.

SKILL	EXAMPLES OF HOW I USED THAT SKILL	WHAT WAS THE OUTCOME
Leadership	<p>Co-captain of drill team--2 years</p> <p>Organized bake sale for Learn and Earn Club--3 years</p> <p>Peer leader--3 years</p> <p>Organized field trips (4) for church youth group</p>	<p>Took daily attendance; organized 1 competition/yr.</p> <p>Profit \$43; recruited 9 other members to help</p> <p>School violence dropped 10% by helping classmates solve problems without fighting</p> <p>Field trips were attended by an average of 23 teens</p>
Citizenship	<p>Made Easter baskets for nursing home--1 year</p> <p>Volunteered at after-school program for 2 years, 100 hours per year</p>	<p>8 baskets donated, articles in church newsletter</p> <p>Nominated as volunteer of the year at after-school program</p>
Solves Problems	<p>Helped create new inventory control sheet for Learn and Earn Club</p> <p>Redesigned clothing pattern to fit my younger sister</p> <p>Helped Learn and Earn develop product survey of customers to select products with high buyer interest</p> <p>Developed 1 drill for drill team</p>	<p>Increased accountability of individual sellers for products; decreased lost products</p> <p>Sister was able to complete outfit</p> <p>Increased profit \$10/wk.</p> <p>Drill team was able to perform 1 new drill</p>

SKILL	EXAMPLES OF HOW I USED THAT SKILL	WHAT WAS THE OUTCOME
Gathers and Organizes Resources For projects	Interviewed three people for class project on cultures in our city Organized people to bring a variety of baked goods to bake sale Recruited 2 business people to be guests at Learn and Earn meetings	Got A on class project Bake sale had a variety of goods to sell Developed market survey and new inventory sheets
Manages Money	Was cashier at Learn and Earn bake sale-- 3 years	Made change correctly
Acts As a Team Member	Member of drill team-- 3 years; school chorale-- 2 years; church youth group -- 4 years; 4-H Learn and Earn Club--3 years	Increased my skills in teamwork, cooperation, and creative problem solving
Teaches Others New Skills	Taught 4 younger members how to make Easter baskets for nursing home--2 years Acted as counselor in training at summer camp-- 1 year Mentored younger peer leader --1 year	8 Easter baskets made Increased my skills in planning activities, supervising, and supporting younger children
Negotiates	Peer leader at school --3 years	Helped classmates resolve conflicts without fighting

SKILL	EXAMPLES OF HOW I USED THAT SKILL	WHAT WAS THE OUTCOME
Communicates Orally or In Print	<p>Made suggestion that 8th graders could introduce guest speakers during school Career Days</p> <p>Gave 10 oral reports in school</p> <p>Received blue ribbon in public-speaking program -- 4 years.</p> <p>Presented Learn and Earn Club to local businesses (4 talks); presented Learn and Earn program for venture funds</p> <p>Wrote over 20 thank you letters to local people who supported the Learn and Earn program or drill team</p> <p>Submitted 4 class reports</p> <p>Completed business plan for Learn and Earn Club for loan committee</p>	<p>School adopted suggestion and 23 youths demonstrated public-speaking skills each year</p> <p>Generally received A's on oral reports</p> <p>Was asked to present speech on local cable TV</p> <p>Raised \$800 for scholarships for club to attend regional conference; Learn and Earn Club received \$50</p> <p>Received mostly A's on reports</p> <p>Business plan completed and submitted by deadline</p>
Responsible	<p>Perfect attendance record at school--2 years</p>	<p>Received attendance awards; class voted "most reliable"</p> <p>Increased profit for my club</p>
Acquires, Organizes, and Maintains Information	<p>Used information gained in market survey to redesign product line for Learn and Earn Club</p> <p>As organizer of various activities, church field trips, and drill team competitions, I compiled information</p>	<p>Shared reports with others, and with the next person to organize activity</p> <p>Increased my computer skills</p>
Uses Technology	<p>Used computers to do class reports and assignments; used calculator for Learn and Earn program; learned how to make copies</p>	

Mock Résumé

Jane Jackson
123 Main Street
Anytown, CT 01234
(203) 123-4567

Employment Objective

To work with children in an educational setting.

Work Experience

July 1998– August 1999	Babysitter	The Sanchez Family Nextdoor, CT 01235	Cared for three-year-old twins during summer vacations and school holidays
October 1997– June 1998	Volunteer childcare worker	Nextdoor Church Nextdoor, CT 01235	Assisted in Sunday- morning childcare for eight to ten children under five years old

Skills and Abilities

Two years of experience as a babysitter.

Graduate of babysitting course given by Anytown School District, 1997.

Education

1996–1999	Neighborhood Middle School Anytown, CT 01234	Scheduled to graduate in 2000
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References

Ms. Betty Martinez, home economics teacher, Neighborhood Middle School,
Anytown, CT 01234, phone: (203) 567-8901.

Ms. Constance Chung, coordinator of childcare services, Nextdoor Church,
Nextdoor, CT 01235, phone: (203) 543-1234.

Mr. John Brown, guidance counselor, Neighborhood Middle School,
Anytown, CT 01234, phone: (203) 567-8901.

Résumé Outline

Name: _____

Address: _____

Town: _____

Telephone: _____

Employment Objective

Work Experience

Dates	Job Title	Name and Address of Employer	Duties
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Skills and Abilities

Education

References

- 1.
- 2.
- 3.