

Task #3 **Resume – Begin by using the “stationary” you created for the cover letter which includes your name, address, phone, and email address**

- You are preparing this Resume to send to a college admissions official.
- Use the headings listed below and include information that is appropriate for a college application.
- Please use your name and information related to your school and work experiences.
- Print and turn in when finished.

Susan Lancaster

Street Address, City State ZIP
Home: Phone Number - Cell: Cell Phone Number - Email

Career Overview

Enter a brief description of your professional background. You can choose to highlight specific skills, knowledge or industry experience.

[See Examples](#)

Qualifications

Enter 3-4 skills in column 1.

Enter 3-4 skills in column 2.

[See Examples](#)

Technical Skills

List your technical skills that are desired in your industry, such as specific software, tools programming languages.

[See Examples](#)

Accomplishments

Enter outstanding achievements that show you can go above and beyond basic job expectations.

[See Examples](#)

Work Experience

Enter details about what you did in your previous jobs. Start with your responsibilities, but also include results and achievements.

[See Examples](#)

Education and Training

Enter any colleges, universities or training programs that you have attended.

[See Examples](#)