



**Independent Living Program Activity Card**

**Category: CAREER**

**Activity:**

**Create Your Resume**

Proficiency  
Certificate  
Eligible

**Description:**

The objective of this assignment is to help you develop a winning resume. A good resume will help a potential employer identify the skills and qualifications you possess that can be applied in a job. Create a resume using the sample resume provided. You will need to type up your resume as if you were presenting it to a prospective employer.

**You may earn up to \$8.00 OF dollars for completing this assignment by preparing your resume as if you were presenting it to an actual prospective employer.**

Total Dollars Earned:

<h1>\$</h1>
(ILP Use Only)

Notes:

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Date: \_\_\_\_\_

_____ Youth Signature	_____ Date of Birth
_____ Print Name (Youth)	_____ Group Home (If Applicable)

<h2>Receipt</h2>
(ILP Use Only)



## Create Your Resume

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Your Street Address  
City, State Zip Code

Your Phone Number  
Your Email Address

# Your Name

# TEMPLATE

**Objective** Describe your goal.

**Experience**

Company Name		Start Date – End Date
<b>Position Title</b>		
• Job Function 1		
• Job Function 2		
• Job Function 3		

Company Name		Start Date – End Date
<b>Position Title</b>		
• Job Function 1		
• Job Function 2		
• Job Function 3		

Company Name		Start Date – End Date
<b>Position Title</b>		
• Job Function 1		
• Job Function 2		
• Job Function 3		

**Education**

Name of Last School Attended		Start Date – End Date
• Name of Degree, Diploma or Certificate		
• Accomplishment 1		
• Accomplishment 2		
• Accomplishment 3		

**Community Involvement**

- Accomplishment 1
- Accomplishment 2
- Accomplishment 3

**Awards**

- Award 1
- Award 2
- Award 3

**Summary of Skills**

• Skill 1	• Skill 4
• Skill 2	• Skill 5
• Skill 3	• Skill 6

**Interests** Interest 1, Interest 2, Interest 3, Interest 4

**References** Available Upon Request



Independent Living Program  
Take Home Activity

1212 Doe Street  
Santa Ana, CA 99999

714-555-5555  
janedoe@email.com

# Jane Doe

SAMPLE

<b>Objective</b>	To obtain a position which will utilize my skills.	
<b>Experience</b>	Arbor Shoes	June, 2000 – September 2004
	<b>National Sales Manager</b>	
	<ul style="list-style-type: none"><li>• Increased sales from \$50 million to \$100 million</li><li>• Doubled sales per representative from \$5 million to \$10 million</li><li>• Suggested new products that increased earnings by 23%</li></ul>	
	Ferguson & Bardell	January 1995 – May 2000
	<b>District Sales Manager</b>	
	<ul style="list-style-type: none"><li>• Increased regional sales from \$25 million to \$350 million</li><li>• Managed 250 sales representatives in 10 Western states</li><li>• Implemented training course for new recruits — speeding profitability</li></ul>	
	LitWare, Inc.	April 1990 – December 1995
	<b>Sales Representative</b>	
	<ul style="list-style-type: none"><li>• Expanded territorial sales by 400%</li><li>• Received company's highest sales award four years in a row</li><li>• Developed Excellence In Sales training course</li></ul>	
<b>Education</b>	Southridge State University	1985– 1990
	<ul style="list-style-type: none"><li>• B.A., Business Administration and Computer Science</li><li>• Graduated Summa Cum Laude</li><li>• President of the Philanthropy Club</li></ul>	
<b>Community Involvement</b>	<ul style="list-style-type: none"><li>• Volunteer at the Johnson Food Bank</li><li>• Volunteer at Bright Future building homes for the poor</li><li>• Volunteer at Happy House doing crafts with the elderly</li></ul>	
<b>Awards</b>	<ul style="list-style-type: none"><li>• 1995 LitWare Sales Associate of the Year</li><li>• 1987 Johnson Food Bank Volunteer of the Year</li></ul>	
<b>Summary of Skills</b>	<ul style="list-style-type: none"><li>• Microsoft Office</li><li>• Typing (70 words per minute)</li><li>• Work well with people</li></ul>	
<b>Interests</b>	Southridge Board of Directors, running, gardening, carpentry, computers	
<b>References</b>	Available Upon Request	