

JA It's My Future (Middle School Program – 8<sup>th</sup> Grade)  
 PA Academic Standards Career Education and Work

Instructional Activity	Student Evidence/ Supporting Documents	Where it is found in the JA program	CEW Academic Standard
Activity: My Resume – students draft a resume using the information learned about job acquisition	Session 4, My Resume handout	Session 4	13.2.8 Career Acquisition C. Prepare a draft of career acquisition documents.



NAME

# MY RESUME

Make sure you have working voicemail and an appropriate outgoing message in case potential employers call. Never text a potential employer. Always return a phone call. Be sure to check the email address that you have listed.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## Work and Volunteer Experience

List paid jobs and unpaid work, such as internships and volunteer jobs. Start each experience with an active verb. Use bullet points to punctuate your experiences.

## Extracurricular Activities and Achievements

List relevant activities and any recognition received, such as certifications and awards.

## Education and Academic Achievements

List your highest grade completed, GPA if above 3.0, honors and academic awards, and relevant courses completed.

## Personal Qualities

List relevant traits.

## References

Provide the names and titles of people who can vouch for your skills and dependability.