**Retailing**

**Resume Writing Exercise**

Make a list of the clubs and/or sports you have been involved in at your school

List all the awards you have received in these clubs/sports

List all the jobs you have had and the dates you had them. Also write out all the duties you had at each job.

Have you received any awards in clubs outside of school? What are they and what organizations have your been in?

With the information from the previous page as your reference, you will work to construct a resume. You will write the resume in the following order.

1. Objective
2. Education
3. Work Experience
4. Activities
5. Honors and Awards

Remember that the resume is designed to get you an interview. It will not get you a job. The interview will determine whether you will get the job. You will lay this out in a Word document using Times New Roman or Arial typeface.

You will be graded on appearance, completeness of information and grammar.

**Total points: 25**