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|  | Individual Career Academic Planning Document - 2019  Alva Career Center |

Part III

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| **Preparation and Action:**  You will either be editing an existing resume or creating a resume from scratch in order to complete the following activities. Be sure to visit <https://okcareerguide.kuder.com/my-job-search-tools/resume-help> for more information about creating resumes. | **Result(s) of Activity**  You will be answering the questions to the left in the areas below. | **Date completed** |
| 1) Do you have a Heading section on your resume which includes your contact information? |  |  |
| 2) Do you have a Summary section on your resume? |  |  |
| 3) Do you have an Education section on your resume? Are the most recent educational opportunities listed first? |  |  |
| 4) Do you have a Work Experience section on your resume? Did you include a description of your job duties and tasks? For example, if you have worked in a position as a Fast Food Cook check out <https://job-descriptions.careerplanner.com/Cooks-Fast-Food.cfm> and <https://www.pongoresume.com/blogPosts/523/10-ways-to-describe-fast-food-experience-on-a-resume.cfm> for examples of job duties. Were you a Fast Food Crew Member? Check out <https://www.indeed.com/hire/job-description/crew-member> for examples. If you have farm experience check out <https://www.livecareer.com/resumes/samples/misc/farm-manager> and <https://www.livecareer.com/resume-search/r/born-raised-on-a-family-farm-b145c0b3cd4a42b1865f385885db40c4> for sample skills and work experience ideas.  Did you include the most recent jobs first? |  |  |
| 5) Do you have a Skills section on your resume? Did you include any skills related to the occupation of interest? |  |  |
| 6) Do you have a Certifications section on your resume? Did you include your WorkKeys certification as well as any CPR, Fire Safety, etc? |  |  |
| 7) Do you have a Honors and Awards section on your resume? Did you list most recent first? |  |  |
| 8) Do you have an Organizations or Activities section on your resume? Did you include HOSA (Health Occupations of America) as well as possibly Superintendent’s Leadership Class or National Technical Honor Society? |  |  |
| 9) Did you include at least three references? Do you have job titles, companies, mailing address, phone numbers and email addresses for each reference? |  |  |
| 10) Print one copy of your resume and give to Mrs. Frascht. Also be sure a digital copy of added to the Shared Folder (with your first and last name). And.. upload the updated resume to the OkCareerGuide My Documents section. |  |  |