

Procedural Documents

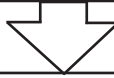
DRAFTING

You will need to decide how to organize your résumé before you begin writing it. Here is a list of elements that should be included

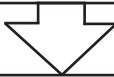
- Contact information—full name, telephone number, address, e-mail address
- A statement describing your goal. What are you seeking?
- Education and experience—work experience, community involvement, skills, formal education
- Activities and accomplishments—school activities, sports teams, honors, awards
- References of people who might recommend you

Directions: Experiment with the organization of your résumé. Fill-in the chart with the elements that need to be included in your résumé. Then, on a separate sheet of paper, plan how you would like your résumé to look.

Top of the Résumé:



Body of the Résumé:



Bottom of the Résumé: