



Competitive Event Prep Chapter 15

Résumé

Identify

National competitive events presented by organizations like FIRST, SkillsUSA, and TSA, provide opportunities for students to expand their résumés. Documenting achievements and experiences is important before applying to colleges or for a job.

Set Up

Research appropriate résumé formats. Draft a list of the activities in which you've participated. Categorize them into the following sections: extra-curricular, recognition, community service, leadership, and employment.

Execute

Develop a résumé outlining your defining characteristics.

Evaluate

Examine your résumé for proper formatting and accurate information. Challenge yourself to provide brief narratives to help a potential evaluator to understand your achievements.

Share

Show your résumé to your instructor, parents, or boss. Ask them for suggestions. Continue to add your achievements to your résumé.