

Activity 16

Writing a Résumé

It's worth spending time preparing your résumé. A well-written résumé may persuade an employer to interview and hire you.

Directions: Study the sample résumé on page 149 of your textbook, then answer the questions.

1. What is the purpose of a résumé?

2. Why should a résumé list a career objective?

3. What skills and abilities would you list on your résumé? Think about skills and abilities you have acquired in part-time jobs and in community work, as well as at school and home.

4. What work experience would you include? Remember that babysitting, yard work, and volunteer work all count as work experience.

5. Why do you think employers are interested in extracurricular activities and achievements?

6. Who would you ask to act as references?

Activity 17

Be an Entrepreneur

An entrepreneur is someone who starts and runs his or her own business. In addition to running the day-to-day operations, entrepreneurs must also deal with clients and promote their business.

Directions: Assume that you are going to start a lawn mowing or babysitting business. In the space below, create a flyer for your business. Provide all the information that prospective employers might need to know if they were going to hire you. Use colored pencils, markers, or crayons.

