

ACTIVITY 1

Personal Survey

Answer the following questions about yourself. This information will help you write your first resume.

1. What is your name?

2. What is your address?

3. What is your phone number?

4. What is your email address?

5. Write two sentences describing yourself and the kind of job that interests you.

6. Describe your skills and abilities.

7. List your extracurricular activities at school, such as clubs and athletics.

8. List any activities or organizations you participate in outside of school.

9. List any previous work or volunteer experience you may have.

10. List any awards or honors you have received.
