# Resume 101—Applications
## Activity #23

When you are applying for a job, scholarship, or admittance to a college you need to have an outstanding resume.  The following activities and sources will be helpful as you write resumes now and in the future.

I.  Go to  www.nextsteps.org/resume/resquiz.html

This quiz is a great introduction.  It is written with a job as the goal for the resume.  The information will help you with a resume for a scholarship.  Just insert the work "scholarship" for "job".  Record the correct answers below.

1. _____        2. _____        3. _____        4. _____        5. _____

6. _____        7. _____        8. _____        9. _____        10. _____

II.  Importance of scholarship resumes
        Go to www.gocollege.com/financial-aid/scholarships/apply/resume.html

1.  A scholarship resume is
        a.  a listing of all the scholarships you've won
        b.  a document that outlines your greatest accomplishments so far
        c.  accomplishments listed might be personal, academic or extracurricular
        d.  all of the above
        e.  a and c
        f.  b and c

2.  What are two reasons you need to make a scholarship resume?


3.  What are three important steps to making a great scholarship resume?




4.  T   F   It is best to start listing your accomplishments with your freshmen year.
            Explain your answer.

III.  Help Making a Strong Resume
Go to www.youngmoney.com/credit_debt_faq/040101_01/

1.  How can a job as a fast food restaurant be valuable on a resume?



2.  Action words or phrases are very helpful when you are creating your resume.  Go to
     www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_43198.pdf

   Write down two words found there you could use to describe these tasks:

   Helped hand out Pep Club posters;_____

   A in Computer Applications & Web Page Design;_____

   Started PHS Hat Parade;_____


3.  Match the following items found on a resume to the correct employer.  Write the
    correct letters on the line below each firm.  Some of the answers could be used twice.

   United Way                                    IBM

   _____        _____

   A  Future Business Leaders—Secretary
   B.  Chairman of P.H.S. Red Cross Blood drive
   C.  Botball Regional Competition Award
   D.  KAY Club president
   E.  Relay for Life volunteer
   F.  Computer Technology Aide
   G.  National Honor Society
   H.  4.0 GPA
   I.  Volunteen program for Pratt Regional Medical Center