

## An Internet Activity about Jobs

This activity will give you practice in reading a résumé. It is short. It tells the most important things about Jane Doe.

1. Go to <http://www.mapping-your-future.org/planning/resume.htm>
2. Print Jane Doe's résumé, if possible. (It is easier to study it printed than online.)
3. Answer the following questions about Jane Doe:
  - a. Jane's address: \_\_\_\_\_  
\_\_\_\_\_
  - b. Her **Objective** tells what job she wants to get. What job does she want? \_\_\_\_\_
  - c. Now read about her **Education**. She graduated from the University of Austin. When did she graduate? \_\_\_\_\_
  - d. The **Experience** section of Jane's résumé tells what work she has done in the past. How many jobs has she had? \_\_\_\_\_
  - e. The **Awards and Memberships** section tells a little more about Jane. What kind of newspaper writing award did she win in 1994?  
\_\_\_\_\_

Write the information needed for your own résumé by providing the following:

Name:

Street Address:

City, State, Zip:

Objective:

Education:

Work Experience:

Awards and Memberships:

Special Skills: (for example, fluent in Arabic)