

Name: _____

Date: _____

Professional Resume Practice

Part 1: Key Resume Terms

Use the word bank to identify which resume section each description belongs to.

word bank: Contact Info · Objective · Experience · Skills · Salary Expectations · Hobbies

	Description	Term
1.	Your phone number, email, and address.	
2.	A brief statement about your career goals.	
3.	A list of your previous jobs and duties.	
4.	Abilities like coding, typing, or speaking languages.	

Part 2: Identify and Fix

Each resume sentence below has one error. Find it and write the correction below.

1. I am looking for a job as a manager because I like to eat pizza.

.....

2. My contact info includes my social security number and my cat's name.

.....

3. Under skills, I listed 'Being a good friend'.

.....

Part 3: Create Your Own

Create your own resume sections using the structure below.

Professional Summary:

Key Skills:

Work Experience:

Answer Key

Part	Answers
Part 1: Key Resume Terms	1. Contact Info 2. Objective 3. Experience 4. Skills
Part 2: Identify and Fix	1. Should focus on professional goals 2. Should include phone/email/address 3. Should list hard/soft professional skills
Part 3: Create Your Own	Answers will vary. Example: I am a hard-working student seeking a retail position.

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