



Jump In, Activity 1

Personal Resumé

Personal Information

Name
Address
Phone
number
E-mail
address

Accomplishments

Describe
your
accomplish-
ments and
include the
date of
each one.

Skills

Be specific.
Refer to a
situation in
which you
used the
skill.

References

Include the
name, posi-
tion, and
work
address
of your
references.