

Name _____ Date _____



Resume Writing

Directions: Follow the steps below.

1. Log onto the web and go to Google or another search engine as directed by your instructor.
2. Using the search engine, use the key words "Resume" or "Write a Resume" or a similar combination (some examples: careerbuilder.com, Montana Career Information System or Microsoft office online for templates).
3. Before exploring sites returned in your search, remember to surf smart:
 - Many of the responses will be sites who charge for you to write your resume. You may choose at some point that paying for the service is worthwhile, but probably not yet.
 - Many of the sites will show you a basic resume as well as different resume formats for targeted careers.
 - Information offered by universities and state job services may offer safer surfing.
 - If you ever question the information being asked for by the website, ask your instructor before giving out information.
4. Find three sites which offer information about writing resumes. Write the name and address of the sites below.

Website Title	Website Address
Site 1	
Site 2	
Site 3	

5. Write down 3 things you learned from each website.

6. What part of the information did you think was most accurate and why?

7. What part of the information did you think was most inaccurate and why?

8. Which site is more helpful and why?