

Name \_\_\_\_\_

# SPOTLIGHT YOUR STRENGTHS

Write a mock resume that highlights your skills, experience, and interests—and help employers see why you'd be a great hire!

**Instructions:** Fill in the resume template below and try to make connections between your skills and experience and the position you are seeking.

---

 Name

---

 Phone Number

---

 Email Address

## EDUCATION

Write your school's name.

---

## OBJECTIVE

(Example) I am a self-motivated and quick learner seeking an entry-level position at ... (Describe the youth apprenticeship or a specific type of work and/or position you'd like to apply for.)

---



---



---

## SKILLS

List hard skills (e.g., coding, fluency in a foreign language, etc.) and soft skills (e.g., proactive, detail-oriented, good problem-solver, etc.)

---



---



---

## EXPERIENCE

List jobs you've done at home or in your community, as well as volunteer gigs.

---



---



---

## ACCOMPLISHMENTS

Won an essay contest? Served as captain of the soccer team? Cared for a sibling after school? List your achievements here.

---



---



---

## ACTIVITIES AND INTERESTS

Highlight classes, clubs, sports, passions, etc., that reflect the position you want.

---



---



---