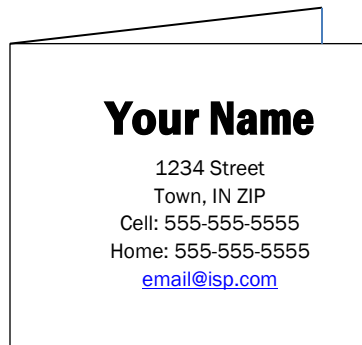


Instructions for Creating a Laminated Pocket Resume

This Word document will create four wallet or pocket-sized resumes. Have your student keep one with him/her and refer to it when he/she fills out applications or needs to give an employer important contact information.

1. Open the “Pocket Resume print layout” document
2. Click on each of the text boxes and highlight the text. Replace the text with your student’s information. *Note: If you only want to make one wallet resume, you only need to replace the text boxes in the top three boxes on both pages.*
3. Print the document. Be sure to have it print on both sides of a single sheet.
4. Cut on the horizontal dashed lines.
5. Laminate the four resume strips (or however many you’ve printed).
6. Using a ruler and a craft blade or a knife, gently score along the solid blue vertical lines (don’t press too hard or cut all the way through) and fold the resume so that your student’s name is on the outside.

This is what your finished resume will look like:



Inside:

<p>Work Experiences</p> <p>Job Title Month 20xx-Month 20xx Name of Company City, State Phone Supervisor: Name of Person</p> <p>Job Title Month 20xx-Month 20xx Name of Company City, State Phone Supervisor: Name of Person</p>	<p>Job Title Month 20xx-Month 20xx Name of Company City, State Phone Supervisor: Name of Person</p> <p>Job Title Month 20xx-Month 20xx Name of Company City, State Phone Supervisor: Name of Person</p>	<p>Job Title Month 20xx-Month 20xx Name of Company City, State Phone Supervisor: Name of Person</p> <p>Job Title Month 20xx-Month 20xx Name of Company City, State Phone Supervisor: Name of Person</p>
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