



## Resumes - To-Do List

- ☐ Get pen and "Work History" worksheet.
- ☐ Read the instructions.
- ☐ Fill in the blanks on the worksheet.
- ☐ Read out loud your answers on the worksheet.
- ☐ Make corrections if anything sounds or looks wrong.
- ☐ Place completed worksheet in the Finished Folder.
- ☐ Check schedule.