

## **Work Experience and Community Involvement**

### ***Objectives***

- Document personal work experience and community involvement activities
- Prepare a draft CV
- Identify personal qualities that employers, college/university admissions officers, and/or military officers seek in a candidate.

### ***Try It / Solve It***

#### **1. Activity: Community and Volunteer Service Record**

Use the template to create your community and volunteer service record. Make sure there are no spelling errors and that it is grammatically correct. When you are finished and your instructor gives approval, add it your portfolio.

#### **2. Activity: Work Experience Record**

Use the template to complete your work experience record. Make sure there are no spelling errors and that it is grammatically correct. When you are finished and your instructor gives approval, add it your portfolio.

#### **3. Activity: Resume**

Preview the sample resume. Use it as a guide for preparing your rough-draft resume. There are many different resume styles and many Internet resources to guide you. You may want to do some more research about resumes before you begin. The following Internet sites provide excellent information:

[http://www.jobweb.com/Resumes\\_Interviews/default.htm](http://www.jobweb.com/Resumes_Interviews/default.htm)

<http://students.adelphi.edu/career/students/resume.shtml>