

Job Researching using:

onetonline.org

Name:

Consumer Finance

What are your interests?

Name 2 dream jobs?

**Researching an Actuary**

List 3 tasks that are required to be done by an actuary

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List 3 tools and technology must a person know?

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- 
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Name 5 abilities they need to have

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- 
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Name 5 skills they need to have

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- 
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What knowledge is required?

Name 5 activities that will be done at this job?

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- 

Median Wages:

**Researching Your Dream Job:**

List 3 tasks that are required to be done by an actuary

- 
- 
- 

List 3 tools and technology must a person know?

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- 
- 

Name 5 abilities they need to have

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- 
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Name 5 skills they need to have

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What knowledge is required?

Name 5 activities that will be done at this job?

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Median Wages:

Is this still your dream job based off of the information you learned today?

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Writing a Resume Activities

#### 1. A good Objective Statement answers these questions:

- What position(s) are you applying for?
- What are your main qualifications?
- What are your career goals?
- How can you help the company?

**For practice, fill in the brackets of one of the following to create an Objective Statement:**

To utilize my [qualifications, strengths, or skills] as a [position title]

A position as a [position title] for [company name] allowing me to develop my [qualifications, strengths, or skills]

An opportunity to [professional goal] in a [type of organization, work environment, or field]

[position title] with emphasis in [areas of expertise]

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#### 2. Education

- What are my major(s) and minor(s)? What are my areas of emphasis, specialization, or concentration?
- What are my major and minor GPAs?
- Did I earn any honors related to my degree?
- How is my education funded?
- What special courses or degree-related projects might be relevant?
- What courses have I taken that are related to my career goals?
- With what computer programs am I most familiar?
- What language proficiencies do I have?
- Did I earn any certifications or licenses?
- Do I have any on-the-job educational training such as in-house training programs?



**3. Activity: List your past and present experiences.**

- Jobs
- Volunteer positions
- Appointments
- Assistantships
- Internships
- Any activities that involved the same duties or qualifications that might be needed in the job you're applying for

**4. The Honors and Activities Section**

- Relevant activities
- Any honors you have received
- Awards
- Memberships
- Volunteer Work



**Xxxxx X. Xxxx**  
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} Contact

## Objective

To obtain a Tax Law Assistant position with Jones, Smith, & Schultz, LLP to help strengthen the tax practice area of your firm.

## Education

**Purdue University, West Lafayette, IN**

Candidate for B.A. degree in English

- Focus: Professional Writing; Pre-Law
- Expected to graduate in May 2008

## Work Experience

**Cordaro Law Group, LLC – Tax Law, *Internship***

- Prepare case summaries, file, and perform miscellaneous tasks upon attorney's request.

02/04 – Present  
Lafayette, IN

**Delta Auto Body, *Finance Management Administrator***

- Analyze cash and check transactions, supervise customer and employee problems, and operate the central computer system.

05/99 – Present  
Lafayette, IN

## Awards/Honors

- The National Dean's List – 28<sup>th</sup> edition
- Member of Phi Theta Kappa, International Honor Society
- Pledge Professional Chair of Phi Alpha Delta
- Active member of Phi Alpha Delta, International Law Fraternity

03/2005  
02/2005 – Present  
10/2005 – 12/2006  
12/2004 – Present

## Skills

- Operating Systems: Microsoft Windows NT/XP and Macintosh OS
- Software: Microsoft Office 2000/2003/XP, Adobe Photoshop 5.5/7.0/CS, Internet Explorer, Netscape Navigator, Mozilla, Telnet, Macromedia, Pro-Law
- Bilingual in English and Spanish, proficient in Portuguese
- Punctual, hard working, and dedicated with great initiative and leadership skills

## References

**Michael Smith**  
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Write your own resume on the back

