**10AIL RESUME WRITING**

In preparation for writing your own resume you can do the following tasks-

* The skilful me
* Strengths and abilities
* Resumes- what to include

These can be printed from the weebly or copied and done electronically.

The Basic Rules gives a guideline on how to use the templates provided. You don’t have to use the templates and you can modify them however you like if you do.

If you already have a resume this is still a useful exercise as most resumes can be improved with a bit more thought and other ideas of what to include.

The work you do to prepare for writing your resume, as well as the resume itself can be submitted as an electronic copy in a folder or printed and put into your PLP folder in preparation for the next PEoL. Make sure you keep an electronic copy of your resume so that when you make changes in the future it is a quick and easy exercise.