Connect to Your Career

6-4 Résumé Experience, Education,  
and Special Skills

1. Create a list of your work experience that you want a potential employer to see. Make sure it is accurate, complete, and follows the guidelines in the chapter. Later, you will transfer this information to your résumé.

<<Place Answer Here>>

2. List your education history. Put the most recent information first. You will transfer this information to your résumé.

<<Place Answer Here>>

3. Your special skills can sell you as a person for whom an employer is looking. Make a list of special skills you will include on your résumé. You will transfer this information to your résumé.

<<Place Answer Here>>

4. Save your Word document as *FirstnameLastname*\_ResumePart2.docx (i.e., JohnSmith\_ ResumePart2.docx).