

Office Aides

2nd nine-week grading period

During these 9 weeks you will expand your skills as an aide. Last quarter you listed job skills. This quarter you will use that knowledge to build a resume for yourself based on what you are currently working during your office aide assignment.

You can fill your work experience with:

1. Extracurricular activities.
2. Job shadowing.
3. Volunteer work.
4. Coursework.
5. Babysitting.
6. Hobbies and interests.

The resume will be completed in parts, and will be due at the end of the 2nd quarter.

Have a great 2nd quarter!

Watch an appropriate video on writing a resume or what a resume is and write 1 paragraph about it.	Due: 11/ 15
Complete the experience worksheet that shows your skills. See attached.	Due: 12/20
Come up with references: Who can your professional references be and what is their contact information? See attached.	Due: 1/10
Supervisor's evaluation	Due: 1/16

If it is late, it will cost you a grade.