<u>Resume Component Checklist</u>

COMPONENT	ALL PRESENT	SOMEWHAT PRESENT	NOT PRESENT/MISSING
Character's Name			
Character's Address			
Character's Phone Number			
Job Objective or Career Goal			
Character's Qualifications			
Character's Education			
Character's Job History			
Clubs and Organizations.			
Hobbies and Leisure Activities			
Personal Data			
Personal History			
References			