

Pocket Résumé

[Download](#) and print the SkillsUSA Pocket Résumé. Print it out and cut the paper to a finished size of 3.5 inches wide x 8 inches tall. Fill it out, fold it into fourths to about the size of a business card (2 inches x 3.5 inches), and place in your purse or wallet. That way, you'll always have the information requested on most employment applications.

For more about job applications, see Level 2 of the Professional Development Program (competency 2.12, Complete a Job Application).