

Economic Avatar Resume Checklist

Name

Address, Phone, Email

Education

Positions (include internships, volunteer experience, etc. if applicable)

Dates for each position

Accomplishments and/or duties for each position

Special skills

Optional

Statement of objective or professional goal

Special trainings and/or certifications

Conferences attended

Publications or Presentations

Hobbies and Interests

Honors or awards

Placement in competitions or races

Computer or other very technical skills