

## Resume Worksheet Overview

Add your information to the different parts of the resume on the following document:

### ***Resume Sections:***

— **Contact Information**

Write down your contact information, including your e-mail address. Be sure your e-mail address and your answering machine messages are professional.

— **Objective**

Specific job title for the job you're applying for *or* the functional area.

— **Summary Statement**

Write your summary statement. For inspiration and relevant information, refer to job postings.

— **Education & Training**

Include relevant education, as well as any training that you received in-house at a previous employer.

— **Employment Experience**

Describe your skills and abilities — be as specific as possible.

— **Additional Information**

Describe interests, volunteer experience, or extra curricular activities, especially those related to the position listed.

## Resume Worksheet

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ ZIP \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Message Phone (\_\_\_\_) \_\_\_\_\_

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### Objective

Job title: \_\_\_\_\_

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### Summary

Years of experience: \_\_\_\_\_

Recent/Relevant education: \_\_\_\_\_

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Related skills: \_\_\_\_\_

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Personal qualities: \_\_\_\_\_

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**Work/Classroom Experience** (begin with most recent)

1. Company name: \_\_\_\_\_

Job title: \_\_\_\_\_ Start date: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ End date: \_\_\_\_\_

What did you do on the job?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Company name: \_\_\_\_\_

Job title: \_\_\_\_\_ Start date: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ End date: \_\_\_\_\_

What did you do on the job?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Education or Training/Certification**

Certificate/Diploma/Degree: \_\_\_\_\_

School/Company: \_\_\_\_\_ Start date: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ End date: \_\_\_\_\_

Certificate/Diploma/Degree: \_\_\_\_\_

School/Company: \_\_\_\_\_ Start date: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ End date: \_\_\_\_\_

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**Additional Information**

Interests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Volunteer experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Extracurricular activities: \_\_\_\_\_

\_\_\_\_\_