

Resume Worksheet

Contact Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Objective

Job title you are seeking: _____

Summary

Years of experience:

Recent or relevant education:

Related skills for the position:

Personal Qualities:



Work Experience *(begin with most recent)*

Company Name: _____

City: _____ State: _____

Job Title: _____ Dates: _____

What did you do on the job?

- _____
- _____
- _____

Work Experience

Company Name: _____

City: _____ State: _____

Job Title: _____ Dates: _____

What did you do on the job?

- _____
- _____
- _____

Work Experience

Company Name: _____

City: _____ State: _____

Job Title: _____ Dates: _____

What did you do on the job?

- _____
- _____
- _____



Education or Training/Certification

Certificate/Diploma/Degree: _____

School or Company: _____

City: _____ State: _____

Dates: _____

Certificate/Diploma/Degree: _____

School or Company: _____

City: _____ State: _____

Dates: _____

Additional Information

Interests:

Volunteer Experience:

Extracurricular Activities:

