

Resume Worksheet

Personal Information

Name: _____

Address: STREET _____

CITY _____ STATE _____ ZIP _____

Phone: CELL _____ HOME _____ WORK _____

Email: _____

Objective (optional)

Education

School Name: _____

Location: _____

Dates Attended: _____ Degree(s): _____

Major: _____ Minor: _____

School Name: _____

Location: _____

Dates Attended: _____ Degree(s): _____

Major: _____ Minor: _____

School Name: _____

Location: _____

Dates Attended: _____ Degree(s): _____

Major: _____ Minor: _____

Professional Experience

(begin with most recent employment first)

1. Employer: _____

Address: _____

Dates Worked: _____ Job Title: _____

Responsibilities: _____

2. Employer: _____

Address: _____

Dates Worked: _____ Job Title: _____

Responsibilities: _____

3. Employer: _____

Address: _____

Dates Worked: _____ Job Title: _____

Responsibilities: _____

4. Employer: _____

Address: _____

Dates Worked: _____ Job Title: _____

Responsibilities: _____

5. Employer: _____
Address: _____
Dates Worked: _____ Job Title: _____
Responsibilities: _____

6. Employer: _____
Address: _____
Dates Worked: _____ Job Title: _____
Responsibilities: _____

7. Employer: _____
Address: _____
Dates Worked: _____ Job Title: _____
Responsibilities: _____

8. Employer: _____
Address: _____
Dates Worked: _____ Job Title: _____
Responsibilities: _____

Specialties/Skills

Computer: _____

Clerical/Office: _____

Equipment Operation: _____

Licenses/Certifications: _____

Awards/Honors/Scholarships: _____

Professional *Memberships: _____

Volunteer/Community Service: _____

Interests: _____

Availability (optional): _____

References Available Upon Request (on resume) yes_____ no_____

Personal/Professional References:

1. Name/Title _____

Address (work/home) _____

Phone (work/home) _____

2. Name/Title _____

Address (work/home) _____

Phone (work/home) _____

3. Name/Title _____

Address (work/home) _____

Phone (work/home) _____

4. Name/Title _____

Address (work/home) _____

Phone (work/home) _____

5. Name/Title _____

Address (work/home) _____

Phone (work/home) _____

6. Name/Title _____

Address (work/home) _____

Phone (work/home) _____