

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 or Degree _____

School or Company _____

City _____ State _____

Dates _____

Certificate, Diploma or Degree _____

School or Company _____

City _____ State _____

Dates _____

Additional Information

Interests _____

Volunteer experience _____

Extra curricular activities _____