

Résumé Worksheet

.....A worksheet to help with writing your résumé

Name: _____

Email: _____ Phone: _____

Address: _____
(Street) (Apartment #)

(City) (State) (Zip Code)

Professional Profile/Summary: _____

Education:

High School or G.E.D. (check applicable box)

School Name or Issuing Institution: _____ Location: _____
(City, State)

College or Vocational Schools

Institution Name: _____

Location: _____ Dates Attended: _____ to _____
(City, State) (mm/yr) (mm/yr)

Degree or Certificate: _____

Major: _____

Area of Concentration: _____

Minor: _____

Military Service:

Branch of Service: _____

Date Entered: _____ Date Separated/Retired: _____
(mm/yr) (mm/yr)

Work History

(list your most recent job first)

Name of Company: _____

Job Title: (list all titles) _____

Date Started: _____ Date Ended: _____ Location: _____
(mm/yr) (mm/yr) (City, State)

List at least 2 things you did in this position most frequently and any accomplishments: _____

Name of Company: _____

Job Title: (list all titles) _____

Date Started: _____ Date Ended: _____ Location: _____
(mm/yr) (mm/yr) (City, State)

List at least 2 things you did in this position most frequently and any accomplishments: _____

Name of Company: _____

Job Title: (list all titles) _____

Date Started: _____ Date Ended: _____ Location: _____
(mm/yr) (mm/yr) (City, State)

List at least 2 things you did in this position most frequently and any accomplishments: _____

Name of Company: _____

Job Title: (list all titles) _____

Date Started: _____ Date Ended: _____ Location: _____
(mm/yr) (mm/yr) (City, State)

List at least 2 things you did in this position most frequently and any accomplishments: _____

Name of Company: _____

Job Title: (list all titles) _____

Date Started: _____ Date Ended: _____ Location: _____
(mm/yr) (mm/yr) (City, State)

List at least 2 things you did in this position most frequently and any accomplishments: _____

Skills: _____

Honors & Awards:
(include date received – mm/yr or semester/yr) _____

Clubs, Organizations, & Student Groups:

(include dates involved – mm/yr or semester/yr)

Leadership Experiences:

(include dates involved – mm/yr or semester/yr)

Volunteer Work and Community Service:

Name of Organization: _____
Date Started: _____ Date Ended: _____ Location: _____
(mm/yr) (mm/yr) (City, State)

Duties/Role: _____

Name of Organization: _____
Date Started: _____ Date Ended: _____ Location: _____
(mm/yr) (mm/yr) (City, State)

Duties/Role: _____

Name of Organization: _____
Date Started: _____ Date Ended: _____ Location: _____
(mm/yr) (mm/yr) (City, State)

Duties/Role: _____

