Résumé Worksheet A worksheet to help with writing your résumé

Name:			
Email:	Phone:		
Address:	(Street)	(Ap	artment #)
(City)	(State)	(7in C	Code)
(City)	(State)	(ΣΙΡ C	ode)
Professional Profile/Sumn	nary:		
Education :			
☐ High School or ☐ G.E.D. (che	eck applicable box)		
School Name or			
Issuing Institution:	Location:	(City,	State)
College or Vocational Schools			
Institution Name:			
	Datas Attandad:	1	to
Location: (City, State)	Dates Attended:	(mm/yr)	(mm/yr)
Degree or Certificate:			
Major:			
Area of Concentration:			
Minor:			
Military Service:			
Branch of Service:			
Date Entered:(mm/yr)		_	(mm/yr)
(mm/yr)			(mm/yr)

Work History (list your most recent job first)

Name of Company:				
Job Title: (list all titles)				
Date	Date			
			Location:	
Started:		(mm/yr)		(City, State)
List at least 2 things you did i		, , ,		
most frequently and any acco				
meet mequeining and any acce		-		
Name of Company:				
Name of Company:				
Job Title: (list all titles)				
Date	Date			
Started:	Ended:		Location:	
		(mm/yr)		(City, State)
List at least 2 things you did i				
most frequently and any acco	mplishments:	-		
Name of Company:				
Job Title: (list all titles)				
Date	Date			
Started:	Ended:		Location:	
(mm/yr)		(mm/yr)	Location.	(City, State)
List at least 2 things you did i	n this position	(······,) · /		(),)
most frequently and any acco				
most requertity and any door	impliorimento.	-		

Name of Company:				
lob Titlo: (list all titles)				
Job Title: (list all titles)	D-1-			
Date	Date			
Started:	_ Ended:		Location:	
Started:(mm/yr)		(mm/yr)		(City, State)
List at least 2 things you did				
most frequently and any acc				
meet nequently and any ac-				
Name of Company:				
Job Title: (list all titles) Date				
Date	Date			
Started:	Ended:		Location:	
Started: (mm/yr)	_ Ended:	(mm/yr)		(City, State)
List at least 2 things you did		, , ,		, , ,
most frequently and any acc				
most frequently and any acc	complishments.			
Skills:				
-				
Honors & Awards:				
(include date received - mm/yr or sen	nester/yr)			
•	- ,			

Clubs, Organizations, & Student Groups: (include dates involved – mm/yr or semester/yr)				
Leadership Experience (include dates involved – mm/yr or ser	es: nester/yr)			
_				
Volunteer Work and C Name of Organization:	ommunity Ser	vice:		
Date	Date			
Started:	Ended:	(mm/yr)	Location:	(City, State)
- · · · · ·				(11), (11)
Name of Organization:	Date			
Started: (mm/yr)		(mm/yr)	Location:	(City, State)
				(Oity, State)
Name of Organization:				
Date	Date			
Started: (mm/yr)	Ended:	(mm/yr)	Location:	(City, State)
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