

RESUME WORK SHEET

Use this worksheet to gather basic information needed to create your resume. Carefully review dates, address, phone numbers, spelling, and other details. Use this worksheet as a guide for preparing a better than average resume.

IDENTIFICATION

Name _____

Home Address _____

Zip Code _____

Phone Number _____ Cell Phone _____

E-mail Address _____

Job Objective

Education and Training

Highest Level/Most Recent Education or Training

Institution Name _____

City, State _____

Certificate or Degree received _____

Specific Courses or programs that relate to your job objective:

Related awards, achievements, and extracurricular activities: _____

Anything else that might support your job objective, like good grades:

College/Post High School

Institution Names _____

City, State: _____

Certificate or Degree Received _____

Specific courses or programs that relate to your job objective:

Related awards, achievements, and extracurricular activities:

Anything else that might support your job objective, like good grades:

**Armed Services Training and
Other Training or Certificate Programs**

Institution Name _____

Branch of Military Service _____

Certificate or Degree _____

Special Training in the Military _____

**Related Workshops, Seminars,
Informal Learning, Continuing Education Courses
Or any other Training**

Work Experience

Most Recent Position

Dates From: _____ **to** _____

Organization Name: _____

City, State _____

Your Job Title: _____

Duties: _____

Skills Developed: _____

Equipment or software you used:

Promotions, accomplishments, and anything else positive:

Next Most Recent Position

Dates From: _____ **to** _____

Organization Name _____

City, State _____

Your Job Title: _____

Duties: _____

Skills

Developed: _____

Promotions, accomplishments, and anything else positive:

Equipment or software you used:

Next Most Recent Position

Dates
from _____ to _____

Organization Name _____

City, State _____

Your Job Title: _____

Duties: _____

Skills Developed:

Promotions, accomplishments, and anything else positive:

Equipment or software you used:

Next Most Recent Position

Dates From _____ **to** _____

Organization Name _____

City, State _____

Your Job Title: _____

Duties: _____

Skills

Developed: _____

Promotions, accomplishments, and anything else positive:

Equipment or software you used:

Any Other Work or Volunteer Experience

Professional Organizations of Affiliations
