

Resume Worksheet Overview

Add your information to the different parts of the resume on the following document:

Resume Sections:

Contact Information

Write down your contact information, including your e-mail address. Be sure your e-mail address and your answering machine messages are professional.

Objective

Specific job title for the job you're applying for *or* the functional area.

Summary Statement

Write your summary statement. For inspiration and relevant information, refer to job postings.

Education & Training

Include relevant education, as well as any training that you received in-house at a previous employer.

Employment Experience

Describe your skills and abilities — be as specific as possible.

Additional Information

Describe interests, volunteer experience, or extra curricular activities, especially those related to the position listed.

Resume Worksheet

Contact Information

Name: _____

Address: _____ City _____

State: _____ ZIP _____ E-mail: _____

Phone: () _____ Message Phone () _____

Objective

Job title: _____

Summary

Years of experience: _____

Recent/Relevant education: _____

Related skills: _____

Personal qualities: _____

Work/Classroom Experience (begin with most recent)

1. Company name: _____

Job title: _____ Start date: _____

City: _____ State: _____ End date: _____

What did you do on the job?

2. Company name: _____

Job title: _____ Start date: _____

City: _____ State: _____ End date: _____

What did you do on the job?

Education or Training/Certification

Certificate/Diploma/Degree: _____

School/Company: _____ Start date: _____

City: _____ State: _____ End date: _____

Certificate/Diploma/Degree: _____

School/Company: _____ Start date: _____

City: _____ State: _____ End date: _____

Additional Information

Interests: _____

Volunteer experience: _____

Extracurricular activities: _____

Extra curricular activities _____