

Resume Worksheet

Name: _____

I. Personal Information

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-Mail: _____

II. Education

High School Attended: _____

Location: _____ State: _____

Anticipated Graduation Date: _____

Other Training: _____

Location: _____ State: _____

Date Completed: _____

Awards and Honors

III. Activities

1. School or Outside Activities (clubs, sports, etc.)

2. Community Service

IV. Experience Information

Position title: _____

Organization name: _____

Address: _____

City: _____ State: _____

Dates employed (months & years only) From: _____ To: _____

Name of supervisor(s): _____

Duties and responsibilities: _____

Quality attributes you found important and used successfully in this position.

Specific performance accomplishments or contributions you made to this job:

Combine the duties, qualities and accomplishments together and write a strong job description:

V. Special Competencies

(Include your special talents, skills, training, languages)

VI. Personal References

(Teachers, employers, activity leaders, coaches, ministers)

1. Name: _____ Phone: (____) _____
Address: _____ City: _____ State: _____
Position: _____

2. Name: _____ Phone: (____) _____
Address: _____ City: _____ State: _____
Position: _____

3. Name: _____ Phone: (____) _____
Address: _____ City: _____ State: _____
Position: _____