

## **Resume Worksheet**

Use this worksheet to record the information that you will need to create your resume using a resume program, resume templates or basic work processing. Having this information at your fingertips will make creating your resume much easier.

Personal Information						
	Name:	E-mail address:				
Mailing address:						
Phone	Home:		Cell:			
number(s):						
Objective (What kind of job do you want?)						
Skills (What keywords describe the skills and abilities you'll highlight for this job?)						
•						
•		•				
	•			•		
Education and Training						
School			Dates			
name:			attended:			
School			Degree:			
address:						
School			Dates			
name:			attended:			
School			Degree:			
address:						
Certifications and/or Licenses (E.g.: Food Handler's Card, Commercial Driver's License)						
Certification			Date			
or license:			achieved:			
Certification			Date			
or license:			achieved:			
Certification			Date			
or license:			achieved:			
Continued on back						

Work History					
Employer:		Phone			
		number:			
Employer		Dates			
address:		employed:			
Job duties:					
(Specific					
responsibilities					
or tasks.)					
,					
Employer:		Phone			
		number:			
Employer		Dates			
address:		Employed:			
Job duties:	<u>_</u>	Employed.	<u> </u>		
(Specific					
responsibilities					
or tasks.)					
Of tasks.)					
Employer	1	Phone	T		
Employer:		Number:			
Franks, as					
Employer		Dates			
address:		Employed:			
Job duties:					
(Specific					
responsibilities					
or tasks.)					
Volunteer/Other Activities					
Organization		Phone			
		number:			
Volunteer		Dates:			
duties					
	,				
Organization		Phone			
		number:			
Volunteer		Dates:			
duties					