

Resume Worksheet

Personal

Name _____

Address _____

City/State/Zip _____

Phone Number _____ Secondary Number _____

Education

List school name, city & state; highest level completed, graduation date & special honors

High School _____

College _____

Major/Minor _____

Additional _____

Employment Background

Begin with the most recent employer; show your 10 year history, if possible; note special accomplishments

Start Date _____ Employer _____

End Date _____ Address _____

Position _____

Describe your job responsibilities in detail:

Start Date _____ Employer _____

End Date _____ Address _____

Position _____

Describe your job responsibilities in detail:

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Personal

List affiliations, associations, and/or key personal interests (hobbies) that related to your career field

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References

List three individuals (NOT previous employers) who can recommend you based on your abilities and reliability.

| Name | Address | Phone Number | Association |
|-------------|----------------|---------------------|--------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

Qualifications

In addition to your training and experience, what personal and professional qualities do you offer a potential employer? (i.e., reliable, strong leader, good team player, self-motivated)

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