

Résumé Worksheet

Use the following form to help you generate the necessary information to produce an excellent resume.

1. Your Name and Address (Street address, City, State and Zip code).

Your Address: _____

2. **Career Goals** (what job/position to you want to get?) For example: To obtain a position in an office setting where I can utilize my excellent computer and communication skills.

Career Objective: _____

3. **Education.** List all the dates of schooling including any certificates or qualifications earned. If you are expecting to graduate soon, note that. Also note any distinctions. (don't include elementary, etc.)

Name of School: _____

Years Attended: _____

Degrees Earned: _____

Degrees Expected: _____

Date Expected: _____

Major: _____

Relevant Courses: _____

Name of School: _____

Years Attended: _____

Degrees Earned: _____

Degrees Expected: _____

Date Expected: _____

Major: _____

Relevant Courses: _____

Skills:

(Include software applications, foreign languages, professional skills or courses taken). _____

4. Internships and Volunteer Experience:

5. Employment History:

(List start and end dates, job title, employer name, duties performed and accomplishments. Accomplishments relate to any improvement you made in the working effectiveness of the company or any new system initiated or any recognized promotion)

Start Date: _____

Finish Date: _____

Employer Name: _____

Type of Company: _____

Size of Company: _____

Duties: _____

Accomplishments: _____

Start Date: _____

Finish Date: _____

Employer Name: _____

Type of Company: _____

Size of Company: _____

Duties: _____

Accomplishments: _____

References:

(You should ideally include at least three references with any application on a sheet separate from your resume. Acceptable references include previous employers, teachers, supervisors or if absolutely necessary personal references such as friends of the family. The better the person's standing in the community, the more valuable the reference.)

Name of Reference: _____

Position/Job Title: _____

Employer: _____

Address: _____

Phone #: _____

Name of Reference: _____

Position/Job Title: _____

Employer: _____

Address: _____

Phone #: _____

Name of Reference: _____

Position/Job Title: _____

Employer: _____

Address: _____

Phone #: _____

You should have enough information now to start constructing your resume. Please keep this page and use the information as you begin to write your resume.