

Resume Worksheet

Identifying Information

Name _____

Street Address _____

City, State, Zip _____

(Area Code) Home Phone _____

E-Mail Address _____

Employment Goal

Education (Before experience for current students and new graduates only.)

High School Name (if applicable) _____

City/State _____

GPA (if applicable) _____ Anticipated Graduation Date (or G.E.D.) _____

Selected Courses _____

Activities, Organizations, and Special Achievements

Resume Worksheet (con't)

Work Experience

Company Name _____

City, State _____

Dates Employed _____

Brief Description of Your Responsibilities _____

What Did You Achieve? Special Accomplishments? _____

Company Name _____

City, State _____

Dates Employed _____

Brief Description of Your Responsibilities

What Did You Achieve? Special Accomplishments? _____

NOTE: Use extra paper if you have additional job experience.

Volunteer Experience (Organization name, dates, your role, and what did you achieve?)

Hobbies and Interests (Optional)
