

Resume Worksheet

Identification

Name _____

Home address _____

Phone number _____ Alternate phone _____

Email address _____

Job Objective _____

Education and Training

High School _____ City _____ State _____

Certificate or degree _____

Specific courses or programs that relate to your job objective _____

Related Awards, achievements, and extracurricular activities _____

Anything else that might support your job objective, like good grades/attendance _____

Related workshops, seminars, informal learning or other training _____

Experience

Dates: from _____ to _____

Organization name _____ City _____ State _____

Job Title _____

Duties _____

Equipment or software used _____

Promotions, accomplishments, and anything positive _____

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Organization name _____ City _____ State _____
Job Title _____
Duties _____

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Promotions, accomplishments, and anything positive _____

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Organization name _____ City _____ State _____
Job Title _____
Duties _____

Equipment or software used _____

Promotions, accomplishments, and anything positive _____

Any other work or volunteer experience _____

Skills

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Professional Organizations _____

