

Resume Worksheet

Heading:

First Name, Middle Initial, Last Name

Street Address, Apt.. Number, City, State, Zip

Area Code, Telephone Number

Objective (name the position that you are seeking):

Education:

Year completed, Award, School's Name, City, State

Also, list two or three courses which would impress an employer

Skills:

Name the first skill needed for your occupation and give an example of how you have used it.

Name the second skill needed for your occupation and give an example of how you have used it.

Work History:

Dates of employment, duration, title, employer, job description, three or four responsibilities

Honors & Awards:

Clubs & Organizations:

Hobbies:
