

RESUME WORKSHEET

This resume worksheet has been provided to assist you in gathering information for your resume. **DO NOT** use this worksheet as a resume.

CONTACT INFORMATION

NAME	
STREET	
APT/PO BOX	
CITY, STATE AND ZIP CODE	
PHONE NUMBER	
EMAIL ADDRESS	

OBJECTIVE (Optional)

If included, be specific! Target your objective statement to the position and the job/company.

EDUCATION

Start with your current or most recent educational experience or training first. **DO NOT abbreviate! DO NOT include High School information.**

FULL NAME OF SCHOOL
CITY, STATE
DEGREE RECEIVED
HONORS/ACHIEVEMENTS/GPA

FULL NAME OF SCHOOL
CITY, STATE
DEGREE RECEIVED
HONORS/ACHIEVEMENTS/GPA

SKILLS

Include skills, abilities, or knowledge you have that you want the employer to be aware of.

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•	•	•
•	•	•
•	•	•

EXPERIENCE

Start with your current or most recent employer first, include military experience. You want to include the last 3-4 jobs or past 8-10 years of work experience. Provide a detailed description relating to your past job duties and tasks.

JOB TITLE:	START DATE - END DATE
COMPANY NAME:	CITY, STATE
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JOB TITLE:	START DATE - END DATE
COMPANY NAME:	CITY, STATE
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JOB TITLE:	START DATE - END DATE
COMPANY NAME:	CITY, STATE
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INTERNSHIP/CLINICAL/PRACTICUM

JOB TITLE:	START & END DATE or HOURS
COMPANY NAME:	CITY, STATE
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CERTIFICATIONS AND/OR LICENSES

EX. Certified Nurse Aide, Certified Welder. Do NOT include standard driver's license.

PROFESSIONAL ASSOCIATIONS / CLUBS / ACTIVITIES

ACCOMPLISHMENTS / HONORS AND AWARDS

List any accomplishments/honors and awards you have achieved whether individually or in a team.

RELATED COURSEWORK / SPECIAL PROJECTS

List any beneficial classes taken outside your normal program that are pertinent to the position applying for.
