

Resume Worksheet

Completing this worksheet is the first step to creating your resume. Gather and record below the information that's needed regarding your skills, work experience, and education. An Employment Counselor at the Workforce Resource Center is available for a resume critique **after** you have included all information and have formatted your resume. If you would like assistance with formatting your resume, consider attending the Resume 101 workshop that's offered by the Workforce Resource Center.

Contact Information

This is information about how the employer will contact you.

Name _____

Phone _____

Email _____

Address (City, State, Zip) _____

Objective

You can state the job title that you're seeking OR you can also choose to write one to two sentences about your immediate employment goal. It should be a customized statement that describes why you are the best candidate for the job. Focus on what you can offer the employer and not on what you want.

Skills Summary

List 3 to 6 of your skills (technology, languages, tools, etc.) that are most relevant to job that you're seeking.

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Experience

List the most recent job first, then go back in the order of the jobs that you've held. Enter details about what you did in your previous jobs - starting with responsibilities and including measurable results and achievements. List all relevant jobs including volunteer experiences and internships. Examples of volunteer experiences include activities with a school's PTO or clubs, youth or community sports team, church, or community organization.

Job Title: _____ Organization #1: _____
City, State: _____ Dates Worked (Year - Year): _____

Responsibilities/Achievements: _____
Responsibilities/Achievements: _____
Responsibilities/Achievements: _____

Job Title: _____ Organization #2: _____
City, State: _____ Dates Worked (Year - Year): _____

Responsibilities/Achievements: _____
Responsibilities/Achievements: _____
Responsibilities/Achievements: _____

Job Title: _____ Organization #2: _____
City, State: _____ Dates Worked (Year - Year): _____

Responsibilities/Achievements: _____
Responsibilities/Achievements: _____
Responsibilities/Achievements: _____

Education and Certifications

List any degree, diploma, certification, coursework, or training programs that have prepared you for the job. Include professional development such as job-related training, online learning and self-directed study. List any awards, honors, or other significant educational achievements.

School #1: _____
Degree and field of study: _____
City, State, Country: _____ Year Graduated: _____

School #2: _____
Degree and field of study: _____
City, State, Country: _____ Year Graduated: _____