

RESUME WORKSHEET GUIDE

Use this worksheet to help organize information for your resume.

Name: _____

Address: _____

Phone #: _____ Cell #: _____

E-mail: _____

OBJECTIVE:

WORK HISTORY:

Last Employer #1: _____

Employed From: (Month/Year): _____

Title: _____

City/State: _____

Job Description: _____

Employer #2: _____

Employed From: (Month/Year): _____

Title: _____

City/State: _____

Job Description: _____

EDUCATION:

Major University/College:

Name/Location: _____

Years Attended: _____

Degree: _____

Honors: _____

Activities: _____

High School:

Name: _____

City/State: _____

Year: _____

Honors: _____

Activities: _____

G.E.D. Information (If you obtained your G.E.D., but did not graduate from high school):

Name of County: _____

Year Issued: _____

Courses related to the position you are seeking: _____

SUPPLEMENTAL INFORMATION:

Job-related Skills/Interests: _____

Community Involvement: _____

Extracurricular activities: _____

REFERENCES:

Reference #1: _____

Job Title/Business: _____

Address: _____

Phone #: _____ E-mail: _____

Reference #2: _____

Job Title/Business: _____

Address: _____

Phone #: _____ E-mail: _____

Reference #3: _____

Job Title/Business: _____

Address: _____

Phone #: _____ E-mail: _____

Reference #4: _____

Job Title/Business: _____

Address: _____

Phone #: _____ E-mail: _____