

RESUME WORK SHEET

Name _____ p _____

The Basic Ingredients (these items must go in your resume)

Name _____ Phone # _____

e-mail address (make it professional) _____

website, professional social media URLs _____

Job/College Objective (desired position or college and course)

or Personal Profile (a personal statement that summarizes your experiences and accomplishments)

Summary of Skills: (refer to handout)

- _____
- _____
- _____
- _____
- _____
- _____

Employment History (chronological order, current or most recent first)

Dates (month/year) _____ to _____

Job title _____

Company name _____ city _____ state _____

Responsibilities (write three to four major duties relevant to the position)

- _____
- _____
- _____
- _____

Dates (month/year) _____ to _____

Job title _____

Company name _____ city _____ state _____

Responsibilities (write three to four major duties relevant to the position)

- _____
- _____
- _____
- _____

Fill out the back side as well

Community Service/Volunteer Experience *(chronological order, current or most recent first)*

Organization's name _____ City _____ State _____

Event title (if any) _____ month _____ year _____

Duties _____

Organization's name _____ City _____ State _____

Event title (if any) _____ month _____ year _____

Duties _____

Education *(for you it will be your high school education, replaced by college degree later)*

High School name _____ City _____ State _____

Class of _____ GPA _____ Class Rank _____ *(only include the later two if they are above average or relevant to job position)*

Areas of Study/School Course work *(relating to job position or objective)*

- _____
- _____
- _____
- _____

Honors/Awards *(academic and/or athletic, in or outside of school)*

Awards/certificate _____ month/year _____

Awards/certificate _____ month/year _____

Awards/certificate _____ month/year _____

Other

Interests *(Personal interests and activities that you like to do in your free time)*

- _____
- _____
- _____
- _____

Languages *other* than English (speak, write, understand, fluently) _____

References available upon request

(Ask teacher, coaches, volunteer coordinators, and work supervisors if you can use them as a reference. You will provide these only when a company is interested in hiring. Do not list on resume.)