Personal and Contact Information

Name: _____Use your full name as you wish it to appear on your resume.)

Phone: ( ) _____ - _____Use the phone number at which you can receive job related calls

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Objective: (What specific type job are you seeking? Give a general statement about you and your

major objective in the job search.)

_____

Work Experience

List your current or most recent job first. Then list next most recent job(s).

Employer (company name) _____

City, State: _____

Start date: _____ End date (or present)_____

Job Title: _____

Description of job and your accomplishments: (It is best to list accomplishments. What results did you achieve? How did your work

performance stand out? Make sure your major job duties are clear even though the accomplishments are most important here.

Include details. We will edit and clarify where needed in the resume writing process.)

_____

Next most recent job:

Employer (company name) _____

City, State: _____

Start date: _____ End date _____

Job Title: _____

Description of job and your accomplishments:

_____

Next most recent job:

Employer (company name) _____

City, State: _____

Start date: _____ End date _____

Job Title: _____

Description of job and your accomplishments:

_____

Add as many of the job description blocks as you need. Remember to include all work experience. We will condense information later

as the resume is built.

_____

Awards, Honors and Achievements

_____

Education

High School (This is only necessary if you have not completed college.):

_____ City and State: _____

Year Graduated: _____

List any academic honors or special achievements_____

_____

College: _____

City, State: _____

Degree: _____ Major: _____

Year Graduated: _____

Include your GPA or Class Rank only if you feel that it will help in your job search.

Academic honors or special achievements_____

_____

Post-Graduate College or University:_____

City, State: _____

Degree: _____ Major: _____

Year Graduated: _____

Academic honors or special achievements_____

_____

Other Job Skills: (This should include computer systems, software, technical skills, secretarial skills, machinery skills, licenses, etc.)

_____

Other Training:

In-service training classes or seminars. On the job training sessions. Professional seminars.

_____

Personal Information:

This would include professional organizations or clubs. Include these even if you think they may not be job related. We can always omit them later if we find they are not applicable. (For example: Having achieved 'Eagle Scout' can be very impressive on a resume even if it does not relate to a job being sought.)

_____

Any other skills or attributes you think might be pertinent.

http://www.shellyrosenberg.com/resume-worksheet.htm