

RESUME WORKSHEET

Personal Information (a header)

Name (First, Middle initial, Last): _____

Physical Address (optional): _____

Phone number(s): _____

Email address: _____

Job Target: _____

Education: (Please provide dates of training/education)

College: _____

Location (city and state): _____

Name of degree or program (include dates): _____

Relevant coursework and GPA(if over 3.0) : _____

Other College or University: _____

Location (city and state): _____

Name of degree or program (include dates): _____

Relevant coursework and GPA(if over 3.0) : _____

Special Skills/Qualifications (hard skills):

Computer/Techical: _____

Personal Characteristics (soft skills) _____

(Work related. For example, “*organizational skills*”, etc.)

Certifications/License/Permits: _____

Work History: (Please list your previous employment starting with the most recent/current job first.)

Job Title: _____ Employer: _____

City/State: _____ Dates of employment: _____

Brief job description: _____

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City/State: _____ Dates of employment: _____

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City/State: _____ Dates of employment: _____

Brief job description: _____

Job Title: _____ Employer: _____

City/State: _____ Dates of employment: _____

Brief job description: _____

Volunteer/Community Service: (Please provide dates for each activity)

Other Activities: (Please provide dates for each activity; may include awards, honors, professional associations, accomplishments.)
