

RESUME WORKSHEET

PERSONAL INFO

Name _____ Home Phone _____

Address _____

E-mail address _____ Other Phone Nos. _____

EMPLOYMENT INFO (Most recent first)

Employer name _____ Phone _____

Address _____

Dates of Employment _____ Hours per week _____

Supervisor's Name & Title _____ Salary/Pay _____

Duties _____

Skills Used _____

Accomplishments/awards/honors _____

Other information _____

Employer name _____ Phone _____

Address _____

Dates of Employment _____ Hours per week _____

Supervisor's Name & Title _____ Salary/Pay _____

Duties _____

Skills Used _____

Accomplishments/awards/honors _____

Other information _____

VOLUNTEER WORK (most recent first)

Organization name _____ Phone _____

Address _____

Dates of Activity _____ Hours per week _____

Supervisor's Name & Title _____

Duties _____

Skills Used _____

Accomplishments/awards/honors _____

Other information _____

Organization name _____ Phone _____

Address _____

Dates of Activity _____ Hours per week _____

Supervisor's Name & Title _____

Duties _____

Skills Used _____

Accomplishments/awards/honors _____

Other information _____

CAREER OBJECTIVE _____

WORK SKILLS AND ABILITIES _____

EDUCATION

High School Name _____ Phone _____

Address _____

Years Attended _____ Graduation Date _____ GPA/Class Rank _____

Major _____ Honors _____

Special Classes _____

Extra-curricular Activities _____

Honors/Awards _____

College Name _____ Phone _____

Address _____

Years Attended _____ Graduation Date _____ GPA/Class Rank _____

Major _____ Honors _____

Special Classes _____

Extra-curricular Activities _____

Honors/Awards _____

Outside Interests (that could be job related) _____**REFERENCES**

Name _____ Position _____

Address _____

Phone Number _____ # Years Acquainted _____

Name _____ Position _____

Address _____

Phone Number _____ # Years Acquainted _____

Name _____ Position _____

Address _____

Phone Number _____ # Years Acquainted _____