

# RESUME WORKSHEET

**HEADING**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

**OBJECTIVE** To \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

School \_\_\_\_\_  
Address \_\_\_\_\_  
Class \_\_\_\_\_  
GPA \_\_\_\_\_  
Special Programs \_\_\_\_\_  
\_\_\_\_\_

(Cooperative Work Study Program, Mentor Intern Program, Open Campus, Child Development Certification, Microsoft Certification, Career and Technology Center: Auto Mechanics, Cosmetology)

**SKILLS**

Computer \_\_\_\_\_  
Other Skills \_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE**

Current/Last Job  
Dates of employment \_\_\_\_\_  
Company name \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Job  
Dates of employment \_\_\_\_\_  
Company name \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Job  
Dates of employment \_\_\_\_\_  
Company name \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Responsibilities \_\_\_\_\_

**EXTRA-CURRICULAR ACTIVITIES**

Clubs \_\_\_\_\_  
Organizations \_\_\_\_\_  
Sports \_\_\_\_\_

**REFERENCES**

Name, Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Name, Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

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Phone Number \_\_\_\_\_