

RESUME WORKSHEET

Name _____

Address _____

Phone _____

Email _____

Employment Objective: (optional) _____

Employment History: (Start with most recent job and work backwards)

Job Title _____

Name of Company, City / State Dates of Employment (**from** Mon./Yr. **to** Mon./Yr.)

Job Duties

Employment Accomplishments (optional)

Job Title _____

Name of Company, City / State Dates of Employment (**from** Mon./Yr. **to** Mon./Yr.)

Job Duties

Employment Accomplishments (optional)

Job Title _____

Name of Company, City / State Dates of Employment (**from** Mon./Yr. **to** Mon./Yr.)

Job Duties

Employment Accomplishments (optional)

Job Title _____

Name of Company, City / State Dates of Employment (**from** Mon./Yr. **to** Mon./Yr.)

Job Duties

Employment Accomplishments (optional)

Education: (Start with most recent training or education and work backwards. (Include only high school and above.)

School Name _____

City/State _____

Dates of Attendance or Graduation _____

Major(s) _____

Degree/Certificate Earned _____

Academic Accomplishments:

(optional) _____

Summary of Skills or Relevant Courses

(optional) _____

School Name _____

City/State _____

Dates of Attendance or Graduation _____

Major(s) _____

Degree/Certificate Earned _____

Academic Accomplishments:

(optional) _____

Summary of Skills or Relevant Courses

(optional) _____

Licenses and Certifications:

(optional) _____