

Use this worksheet to record important information needed when creating a resume.

Contact Information

Your Name:	
Current Street Address:	
Telephone Number:	Email address:

Objective (Short and tailored sentence(s) to what kind of job you are looking for)

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Skills (Keywords or phrases that describe your skills and abilities)

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Education

School name:	Degree:	Dates attended:
School name:	Degree:	Dates attended:

Certifications and/or Licenses (E.g.: Food Handler's Card, Commercial Driver's License, etc.)

Certification/License:	Date achieved:
Certification/License:	Date achieved:
Certification/License:	Date achieved:

Work History

Employer:	Dates employed:
Employer address:	Phone number:
Job duties, responsibilities or tasks:	
Employer:	Dates employed:
Employer address:	Phone number:
Job duties, responsibilities or tasks:	
Employer:	Dates employed:
Employer address:	Phone number:
Job duties, responsibilities or tasks:	

Volunteer/ Other Activities

Organization:	Dates:
Duties:	Phone number:
Organization:	Dates:
Duties:	Phone number: