

Resume Worksheet

Read all the information and instructions carefully as you fill out the resume worksheet. Fill out the resume worksheet completely. Be sure your information, particularly dates, is accurate. Know your email address or bring a USB device with you to the Workforce Center to save your completed resume.

Basic Information:

- A resume is an advertisement selling you to the employer. It is not a biography.
- Never use “I” in your resume. Most of your sentences will probably begin with an action verb: Assembled, Supervised, Created, Cared for, Improved, Analyzed, etc.
- Always have someone who has excellent grammar and spelling proofread your resume.

Your name: _____

Address: _____
Street address (apt. #) city state zip code

Phone number(s): Home: (____) ____ - ____ Cell: (____) ____ - ____
(Be sure your answering machine or voicemail message sounds professional)

Email address: _____

(If you put this on your resume, be sure you check your email at least a couple of times a week. Don't use an email address that sounds unprofessional, like babyblueeyes2003 or hottshott87)

This contact information is the only personal information you need to include on your resume. You should not include your age, ethnicity, marital status, hobbies, social security number, etc.

Highlights or Qualifications:

Give a short description or list of your strongest skills, qualities, and qualifications as an employee. Describe your talents and strengths, and how you as an employee can contribute to a business. Focus on the skills that are important for the job you want to obtain.

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Work Experience:

This section should be in reverse chronological order, starting with your current or most recent job and going back in time for 7 to 10 years (unless you haven't worked for that long). Use the questions below to help you describe the work you did. Remember, you can also include volunteer work. This can be particularly useful if you have had long periods without a job.

Employer #1

Name of employer: _____

Location (City, State): _____
(Location of your worksite, not the company headquarters)

Current or most recent job title: _____

Dates of employment: ___ / ___ / _____ to ___ / ___ / _____

Description: _____

Employer #2

Name of employer: _____

Location (City, State): _____

Second most recent job title: _____

Dates of employment: ___ / ___ / _____ to ___ / ___ / _____

Description: _____

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Employer #3

Name of employer: _____

Location (City, State): _____

Third most recent job title: _____

Dates of employment: ___ / ___ / _____ to ___ / ___ / _____

Description: _____

Employer #4

Name of employer: _____

Location (City, State): _____

Third most recent job title: _____

Dates of employment: ___ / ___ / _____ to ___ / ___ / _____

Description: _____

Employer #5

Name of employer: _____

Location (City, State): _____

Third most recent job title: _____

Dates of employment: ___ / ___ / _____ to ___ / ___ / _____

Description: _____

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Education, Certifications, Vocational Training:

This section should also be in reverse chronological order, but don't go back farther than high school. Leave off dates to avoid age discrimination. If you had a high GPA, won any awards, held a leadership position, etc., you might want to put that on your resume. Do include coursework that directly relates to the job you're applying for. If you have a 4-year college degree, or a lot of training, consider leaving high school off your resume.

School: _____

City and state of school: _____

Degree, major: _____

GPA, number of credit hours, achievements, or relevant coursework: _____

School: _____

City and state of school: _____

Degree, major: _____

GPA, number of credit hours, achievements, or relevant coursework: _____

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References:

Employers need more than just your word to know that you are a great employee. Give them the names and contact information of some people who are not related to you, that you have worked with or were supervised by, at a job or volunteer organization. Be sure to get your references' permission first! You want to know that they will say good things about you.

Reference's full name: _____

Reference's job title and company: _____

How you know each other: _____

Reference's phone number: Work: (____) ____ - ____ Home: (____) ____ - ____

Reference's email address: _____

Reference's full name: _____

Reference's job title and company: _____

How you know each other: _____

Reference's phone number: Work: (____) ____ - ____ Home: (____) ____ - ____

Reference's email address: _____

Reference's full name: _____

Reference's job title and company: _____

How you know each other: _____

Reference's phone number: Work: (____) ____ - ____ Home: (____) ____ - ____

Reference's email address: _____

You probably won't need to include references on the resume itself but print them on a nice piece of paper that matches your resume paper, and always have them ready to give to an interviewer.