

Resume Information Worksheet

DIRECTIONS: Complete each of the following questions to the best of your ability.
Please print clearly.

HEADING:

Name (Full name, no nicknames): _____

Street Address: _____

City, State, Zip Code: _____

Telephone Number (Including Area Code): _____

Email Address: _____

OBJECTIVE: (Please circle the career objective that best applies to you).

- A. To seek a challenging position that will fully utilize my personal strengths and skills.
- B. To obtain an entry-level position to gain further work experience.
- C. To obtain a position that offers growth and a chance to use and contribute to my education and work experience.
- D. To obtain an entry-level position in the field of _____.

EDUCATION:

Full name of school/program: _____

City & state of school/program _____

Expected date of graduation (month and year): _____

Academic Concentration/Course of study: _____

Relevant Courses: _____

WORK EXPERIENCE:

Current or most recent employer: _____

Job Title: _____

Address of employer (city and state): _____

Dates of employment (month/year): Start: _____ End _____

Job Responsibilities (at least three): _____

WORK/VOLUNTEER EXPERIENCE:

Current or most recent employer: _____

Job Title: _____

Address of employer (city and state): _____

Dates of employment (month/year): Start: _____ End _____

Job Responsibilities (at least three): _____

COMMUNITY SERVICE ACTIVITIES:

Name of Organization: _____

City & State: _____

Duties and responsibilities: _____

INTERESTS/ACTIVITIES:

Lists clubs, hobbies, activities you perform or are involved with. Include any positions you have held and any honors you have achieved. _____

PERSONAL/PROFESSIONAL EXPERIENCE:

Professional Certifications/Licenses (CPR, First Aid, etc.)/Awards: _____

Special Talents, abilities and/or Languages: _____

Computer Skills (i.e. Knowledge of the Internet): _____
