

Resume Worksheet

Use this page to help you put together the information you'll need to compile your résumé.

1. Name: _____

Address: _____

Phone number: _____ Email: _____

2. Education

High school name: _____

High school address: _____

GPA (if "B" average or higher): _____ Rank (Example - top third): _____

Expected graduation date: _____

List and describe courses of special interest and/or special programs you've participated in: _____

List the skills you've acquired in those classes: _____

3. Employment (for each position, list or describe)

Your employer, dates worked, and your position: _____

Your job responsibilities and promotions: _____

The skills you've developed: _____

Your accomplishments (give a concrete example of each): _____

Favorable comments by employers and/or awards: _____

4. Volunteer Work (for each position, list or describe)

The organization and your volunteer duties: _____

The skills you've developed: _____

Your accomplishments (give a concrete example of each): _____

5. Activities

List extracurricular activities or school-related projects: _____

List computer / software-program and Internet experience and skills: _____

List awards and notices of recognition for activities and achievements: _____

6. Other

List your other special skills (example: language proficiencies, problem-solving, and

leadership skills): _____

Describe any experiences that highlight these skills or abilities: _____

7.) References

1) Name _____ Address _____

Phone Number _____ E-mail _____

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