RÉSUMÉ WORKSHEET

Please fill in the blanks with the appropriate information that you will use on your Résumé. Remember you can use this worksheet information to create a Résumé for a specific job you are applying for!

Name: _____

Address: _____
_____
_____

Phone number: _____

E-mail address: _____

Job objective main topic: _____

Job objective supporting skills: _____
_____
_____
_____
_____

Work Experience: Name of Business: _____
Address of Business: _____
_____
_____

Years Employed: Start:__ End: _____

Responsibility (1) _____
Accomplishments: _____
_____
_____
_____

Responsibility (2) _____
Accomplishments: _____
_____
_____
_____

Responsibility (3) _____
Accomplishments: _____
_____
_____
_____

RÉSUMÉ WORKSHEET

Name of Business: _____
Address of Business: _____
_____
_____

Years Employed: Start: _____
End: _____

Responsibility (1) _____
Accomplishments: _____
_____
_____
_____

Responsibility (2) _____
Accomplishments: _____
_____
_____
_____

Responsibility (3) _____
Accomplishments: _____
_____
_____
_____

Name of Business: _____
Address of Business: _____
_____
_____

Years Employed: Start: _____
End: _____

Responsibility (1) _____
Accomplishments: _____
_____
_____
_____

Responsibility (2) _____
Accomplishments: _____
_____
_____
_____

Responsibility (3) _____
Accomplishments: _____
_____
_____
_____

RÉSUMÉ WORKSHEET

Education:

Completed Degree Program Institution name: _____
Degree obtained: _____
Years attended: _____

Completed Degree Program Institution name: _____
Degree obtained: _____
Years attended: _____

In-Progress Degree Program Institution name: _____
Degree achieving: _____
Year began program: _____

Other Training:

Program: _____
Certification/Achievement:__ Owner of Program:
_____ Year(s) Attended:
_____

Program: _____
Certification/Achievement:__ Owner of Program:
_____ Year(s) Attended:
_____

Program: _____
Certification/Achievement:__ Owner of Program:
_____ Year(s) Attended:
_____