

Resume Worksheet

Personal Data

Name _____ Phone _____ Work Phone _____
Complete Address _____ City _____ State _____ Zip _____
E-Mail Address _____@_____

Objective:

- Sample 1:** To obtain a full-time position working in _____ that will use my past work experience and skills.
- Sample 2:** To obtain a full-time position working in and entry-level job in a _____ environment.
- Sample 3:** A full time position in business where I can use my current _____ and _____ skills to benefit your organization.
- Sample 4:** A full-time position working as an entry-level _____ where my excellent _____ skills can be used and developed.
- Sample 5:** An entry-level position that will allow me the opportunity to use my current _____ skills and past _____ work experience.

Employment

List all of your jobs and the dates of your jobs. If you have never had a job, write a **skills** section rather than employment, and list your skills and what you have done or can do.

Employment:

- 1999 – Present** Park Avenue Maintenance Spokane WA 99207 (509) 922-0010
Position: Janitor
Duties: Clean Apartments for a maintenance company.
- 199x-1999 State of Washington D.S.H.S. Olympia, WA
Position: Caregiver
Duties: Primary care for disabled patients
- 1980-199x The other jobs are listed in the same way.

Do not place your references on your resume. Type them on Page 2 as follows.

References:

First Name and Last Name
Their Title or who they are to you
Their City (only)
Their Complete Phone Number

Professional: Doctor, Caseworker, Teacher

First Name and Last Name
Their Title or who they are to you
Their City (only)
Their Complete Phone Number

Work Related: Boss, Co Worker, Peer at work

First Name and Last Name
Their Title or who they are to you
Their City (only)
Their Complete Phone Number

Personal: Friend, Neighbor, Landlord etc. No Relatives