

RESUME WORKSHEET

First and Last Name: _____
Street Address: _____
City, State and Zip Code: _____
Phone Number: () _____ - _____ (Home) () _____ - _____ (Cell)
E-Mail Address: _____@_____

Qualifications:

- Certificates and Training Received: _____
- Typing Speed and Office Programs Used: _____
- Fluent Languages: _____
- Description of Your Personal Skills/Qualities: _____

Work Experience: (List Past 3 Employers with Most Recent Listed First)

Most Recent Job Title: _____ Dates Employed: _____
Name of Employer: _____
Employer's Address, City, State Zip Code: _____

Name of Supervisor: _____
Supervisor's Phone Number: _____

- Description of your job duties:

Previous Job Title: _____ Dates Employed: _____
Name of Employer: _____
Employer's Address, City, State Zip Code: _____

Name of Supervisor: _____
Supervisor's Phone Number: _____

- Description of your job duties:

Previous Job Title: _____ Dates Employed: _____
Name of Employer: _____
Employer's Address, City, State Zip Code: _____

Name of Supervisor: _____
Supervisor's Phone Number: _____

- Description of your job duties:

Education:

Present/Recent School Attended: _____ Dates Attended _____
High School Attended: _____ Dates Attended _____