

# Resume Worksheet

Name as you want it on the resume: \_\_\_\_\_

Address: \_\_\_\_\_

Main phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_ (it should be related to your name)

## **Objective:**

What do you want to get out of this job search? \_\_\_\_\_

\_\_\_\_\_

What kind of job are you looking for?

\_\_\_\_\_

\_\_\_\_\_

What skills can you bring to the company?

\_\_\_\_\_

\_\_\_\_\_

## **Education:**

*List your most recent education first.*

High School	City and State	Area of study (if applicable)
Dates attended/attending school / to /	Degree/Certification(s) received (if applicable)	
Specific classes/concentrations that you would like to mention?		
What awards and honors did you receive while in school?		

College/Trade School	City and State	Area of study (if applicable)
Dates attended/attending school / to /	Degree/Certification(s) received (if applicable)	
Specific classes/concentrations that you would like to mention?		
What awards and honors did you receive while in school?		

College/Trade School	City and State	Area of study (if applicable)
Dates attended/attending school / to /	Degree/Certification(s) received (if applicable)	
Specific classes/concentrations that you would like to mention?		
What awards and honors did you receive while in school?		

Please list the additional special skills you want included.

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**Employment History:**

*List your most recent job first. Fill out the following for the last 10 years.*

Employer	City and State
Job Title	Dates (month/year)
Power Words:	
Job Description	

Employer	City and State
Job Title	Dates (month/year)
Power Words:	
Job Description	

Employer	City and State
Job Title	Dates (month/year)
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Job Title	Dates (month/year)
Power Words:	
Job Description	

Employer	City and State
Job Title	Dates (month/year)
Power Words:	
Job Description	

Please list all awards, certifications, or special training you received from employers, as well as all special skills you received.

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**Volunteer Experience**

List your most recent volunteer experience first. Fill out the following for the last 10 years.

Dates (month/year)	Site	City and State	Job Title
Power Words:			
Job Description			

Dates (month/year)	Site	City and State	Job Title
Power Words:			
Job Description			

Dates (month/year)	Site	City and State	Job Title
Power Words:			
Job Description			

**Legal History**

*List all your past legal history including convictions, misdemeanors, gross misdemeanor, and felonies. A letter of explanation will be created to be used for future applications.*

Dates (month/year)	Conviction:		
Fines Paid:	Community Service Served:	Time Served:	
Are you now on parole, probation or supervision?			
What have you learned from this experience?			
How have you taken responsibility for your actions?			

Dates (month/year)		Conviction:	
Fines Paid:	Community Service Served:	Time Served:	
Are you now on parole, probation or supervision?			
What have you learned from this experience?			
How have you taken responsibility for your actions?			

Dates (month/year)		Conviction:	
Fines Paid:	Community Service Served:	Time Served:	
Are you now on parole, probation or supervision?			
What have you learned from this experience?			
How have you taken responsibility for your actions?			

**Additional Information**

Please list any additional information including but not limited to transferable skills, certification (include dates), and licensing (include dates), not mentioned.

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