

Resume Worksheet

(Full Name) _____
First Middle Initial. Last

(Address) _____
Street

City, State Zip Code

(Phone Number) (____) _____

Objective Example:

- To secure a position in sales
- To obtain an internship in.....
- To increase my knowledge and skills in

JOB OBJECTIVE:

EDUCATION _____
School Expected Graduation Date
GPA: ____ (optional and only if 3.0 or higher)

Related Classes: (list vocational/technical classes, CATEC Classes, foreign language, etc.)

For Example:

Office Administration
Technical Drawing
Peer Mediation
Auto Mechanics I
Spanish I-III

WORK EXPERIENCE (List most recent job first)

1. _____
Business Job Title Dates (Beginning date- end)
Duties: Example: September 2003-present

2. _____
Business Job Title Dates (Beginning date- end)
Duties:

3. _____
Business Job Title Dates (Beginning date- end)
Duties: _____

VOLUNTEER EXPERIENCE

Business Job Title Dates (Beginning date- end)
Duties: _____

SKILLS AND QUALITIES (list hard and soft skills)

Each line should begin with a verb or adjective, for example: Skilled in...,

Enjoy..., Certified in..., Able to..., Good....



Soft Skills

*oral communication skills,
problem-solving and other
cognitive skills, personal qualities
& work ethic, and interpersonal
and teamwork skills*

Hard Skills

*Knowledge of:
computers/software, video
equipment, foreign language,
specific tools. Excel in math,
science; artistic skills (music,
dance, etc.); certifications*

ACTIVITIES (List clubs, extracurricular, volunteer)

REFERENCES (Name, Relationship and phone number for each) or say: *Available Upon Request*

