

Resume Worksheet

Your name: _____

Your address: _____

Your telephone number: () _____ - _____

Your email address: _____

Work Experience:

Employer:		Employed from:	Employed to:
City, State:		Job title:	
Duties and responsibilities:			

Employer:		Employed from:	Employed to:
City, State:		Job title:	
Duties and responsibilities:			

Employer:		Employed from:	Employed to:
City, State:		Job title:	
Duties and responsibilities:			

Employer:		Employed from:	Employed to:
City, State:		Job title:	
Duties and responsibilities:			

Education:

School:		Degree/certificate earned:	
City, State:		Year earned:	
Major or program:		Special courses:	
Honors, achievements:			

School:		Degree/certificate earned:	
City, State:		Year earned:	
Major or program:		Special courses:	
Honors, achievements:			

School:		Degree/certificate earned:	
City, State:		Year earned:	
Major or program:		Special courses:	
Honors, achievements:			

List special skills, computer software competencies, certifications, etc. :
