

Resume Worksheet

Personal Information

What is your full name: _____

Address where you receive mail: _____

Telephone number where you receive calls: _____

What is your email address that you check frequently? _____

Education History

What is the name of the college/technical school that you attended? _____

What years did you attend this college/technical school? _____

Did you complete a degree/certificate? _____

If yes, what is the name of the degree/certificate earned? _____

Did you receive any other educational certificates? ____ If yes, what? _____

What high school did you attend? _____

What years were you there? _____ Did you graduate/ _____

Employment History

Why do you want the job you are applying for? _____

What are your career goals? _____

List previous jobs you have had:

| Name of Company / Work Site | Job Title | Describe what you did | Dates you worked there |
|-----------------------------|-----------|-----------------------|------------------------|
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Have you volunteered anywhere in the community before? If so list:

| Name of Company / Work Site | Job Title | Describe what you did | Dates you worked there |
|-----------------------------|-----------|-----------------------|------------------------|
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Have you received any awards (i.e. academic, citizenship, volunteerism, community member)? If yes, describe:

Are you a member of any clubs or associations? If yes, name them:

References

References are people who know you and may be able to speak positively about you to an employer. Who are 3 of your references?

1. **Name:** _____
Phone Number: _____
Address: _____
Relationship: _____
How long have you known this person?: _____
2. **Name:** _____
Phone Number: _____
Address: _____
Relationship: _____
How long have you known this person?: _____
3. **Name:** _____
Phone Number: _____
Address: _____
Relationship: _____
How long have you known this person?: _____

Things to remember when preparing your resume:

- ☐ Did you use black ink?
- ☐ Did you spell check?
- ☐ Did you print on white paper?
- ☐ Did you make sure it wasn't written in first person, no "I's" "?"
- ☐ Did you make sure the paper does not have stains, tears, or marks on it?
- ☐ Did you keep it brief, 1-2 pages?
- ☐ Did you use professional font (New Times Roman, Arial, Verdana, or Calibri)?
- ☐ Did you list academic and employment history?

Always have someone proof read your resume before you send it