

# Resume Worksheet

Use this worksheet to record the information that you will need to create your resume. Having this information at your fingertips will make creating your resume much easier.

## PERSONAL INFORMATION

Name:	Email Address:
Mailing Address:	Phone:

## SKILLS (What keywords describe the abilities you want to highlight?)

<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>
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## EDUCATION AND TRAINING:

School:	Dates Attended:
School Address:	Degree/Certificate Awarded:

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School:	Dates Attended:
School Address:	Degree/Certificate Awarded:

**OTHER CERTIFICATIONS OR LICENSES:**

Certificate/License:	Date Achieved:
Certificate/License:	Date Achieved:
Certificate/License:	Date Achieved:

**EMPLOYMENT HISTORY:**

Employer:	Dates Employed:
Employer Address:	Employer Phone:
Specific Job Duties:	

Employer:	Dates Employed:
Employer Address:	Employer Phone:
Specific Job Duties:	

Employer:	Dates Employed:
Employer Address:	Employer Phone:
Specific Job Duties:	

**OTHER RELEVANT EXPERIENCE (Volunteer Work, Internships)**

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