

Resume Building Worksheet

There are a variety of ways to write a resume. This worksheet should enable you to organize relevant information and decide on the format that best fits your needs. Include (or omit) headings that you feel will truly highlight your attributes.

First Name, Middle Initial, Last Name

Street Address, Apartment Number, City, State, Zip

Phone # (include area code), E-mail

Objective or Professional Summary: Position applying for and attention grabbing skills, achievements, training. This is the “Red Zone” and will include items addressed in the resume.

Education/Certificate: College Name (s), City/State, Years Attended, Type of Degree Sought, Major

Licenses/Certifications/Test Dates if scheduled (i.e. nursing, etc):

Work History: Employer, Position, Location-City/State, Dates of Employment

Volunteer/Internship/Community Service History/Related Travel:

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Skills and Abilities: What Work Related Skills You Have

Professional Associations or Organizations:

Awards/Honors:

Hobbies, Interests, Activities:

Related Course Work:

References:

1.

2.

3.
