## Resume Builder Worksheet

## Personal Information

First Name: $\qquad$ Last Name:

Street Address: $\qquad$
City: $\qquad$ State: $\qquad$ Zip: $\qquad$
Phone (Home): $\qquad$ Phone (Work): $\qquad$
E-mail: $\qquad$

## Employment Objective Statement

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$\qquad$
$\qquad$
$\qquad$

## Summary of Skills \& Qualifications

Login to your Guidance Central Portfolio at www.RUReadyND.com, click on Choices Planner and take the Basic Skills Survey, the Workplace Skills Checklist, or the Transferable Skills Checklist to help you determine your skills and qualifications. List the skills and qualifications below that you will include on your resume.
$\qquad$

## Your Employment History

$\qquad$

Company Name: $\qquad$ Your Position: $\qquad$
Street Address: $\qquad$
City: $\qquad$ State: $\qquad$ Zip: $\qquad$
Start Date (mm/yyyy): $\qquad$ End Date (mm/yyyy): $\qquad$
Job Duties, Responsibilities, and Accomplishments (use action words): $\qquad$
$\qquad$
$\qquad$


Company Name: $\qquad$ Your Position: $\qquad$
Street Address: $\qquad$
City: $\qquad$ State: $\qquad$ Zip: $\qquad$
Start Date (mm/yyyy): $\qquad$ End Date (mm/yyyy): $\qquad$
Job Duties, Responsibilities, and Accomplishments (use action words): $\qquad$
$\qquad$
$\qquad$
$\qquad$

| Your Education \& Training |  |
| :---: | :---: |
| School Name: | State: |
| Type of Education or Degree: |  |
| Program/Major or Course of Study: |  |
| Start Date (mm/yyyy): | End Date (mm/yyyy): |
| School Name: | State: |
| Type of Education or Degree: |  |
| Program/Major or Course of Study: |  |
| Start Date (mm/yyyy): | End Date (mm/yyyy): |

## Certificates \& Licenses

Name of Certificate/License: $\qquad$
Name of Issuing Organization: $\qquad$
Date Aquired (mm/yyyy): $\qquad$ State: $\qquad$

Name of Certificate/License: $\qquad$
Name of Issuing Organization: $\qquad$
Date Aquired (mm/yyyy):
State: $\qquad$

Accomplishments, Activities, Honors, and Affiliations

