

RESUME BUILDER WORKSHEET CONTINUED

Your Employment History

Company Name: _____ Your Position: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Start Date (mm/yyyy): _____ End Date (mm/yyyy): _____

Job Duties, Responsibilities, and Accomplishments (use action words): _____

Company Name: _____ Your Position: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Start Date (mm/yyyy): _____ End Date (mm/yyyy): _____

Job Duties, Responsibilities, and Accomplishments (use action words): _____

Company Name: _____ Your Position: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Start Date (mm/yyyy): _____ End Date (mm/yyyy): _____

Job Duties, Responsibilities, and Accomplishments (use action words): _____

RESUME BUILDER WORKSHEET CONTINUED

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: _____

Name of Issuing Organization: _____

Date Acquired (mm/yyyy): _____ State: _____

Name of Certificate/License: _____

Name of Issuing Organization: _____

Date Acquired (mm/yyyy): _____ State: _____

Accomplishments, Activities, Honors, and Affiliations
