Resume Builder Worksheet

Personal Information First Name: _____ Last Name: Street Address: City: _____ Zip: _____ Phone (Home): ______ Phone (Work):______ E-mail: **Employment Objective Statement 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.

RESUME BUILDER WORKSHEET CONTINUED

Your Employment History

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

RESUME BUILDER WORKSHEET CONTINUED

End Date (mm/yyyy):
End Date (mm/yyyy):
End Date (mm/yyyy):
State:
End Date (mm/yyyy):
State:
State:
s, and Affiliations