

RESUME WORKSHEET

Directions: Before writing your resume, fill out this worksheet.

Name _____

E-mail _____

Address _____

City, State, Zip Code _____

Telephone Number (xxx) xxx-xxxx _____

Education (include GPA if 3.0 or above) _____

Skills _____

Work Experience: (2 or 3) - List from soonest to further back (called reverse chronological order); list volunteer work if you have no work history.

Start Date: _____ End date: _____ Company Name: _____

City: _____ State: _____

Job Title: _____

Duties: _____

Work Experience:

Start Date: _____ End date: _____ Company Name: _____

City: _____ State: _____

Job Title: _____

Duties: _____

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Work Experience:

Start Date: _____ End date: _____ Company Name: _____

City: _____ State: _____

Job Title: _____

Duties: _____

Extracurricular activities and years in activity _____

Accomplishments/Special Awards and year received _____

References: Do not put down relatives (Chose teachers, counselors, school administrators, previous supervisors, etc.)!

Name: _____

Title: _____

Phone no. _____

E-mail: _____

References:

Name: _____

Title: _____

Phone no. _____

E-mail: _____

References:

Name: _____

Title: _____

Phone no. _____

E-mail: _____

References should be put on separate sheet

Activity taken from NC SOICC – North Carolina's Career Resource Network