

# Resume Worksheet

(Full Name) \_\_\_\_\_  
First Middle Initial. Last

(Address) \_\_\_\_\_  
Street  
\_\_\_\_\_  
City, State Zip Code

(Phone Number) (\_\_\_\_) \_\_\_\_\_

**Objective Example:**

- To secure a position in sales
- To obtain an internship in.....
- To increase my knowledge and skills in .....

**JOB OBJECTIVE:**  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION** \_\_\_\_\_  
School Expected Graduation Date  
GPA: \_\_\_\_ (optional and only if 3.0 or higher)

Related Classes: (list vocational/technical classes, CATEC Classes, foreign language, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Example:**  
*Office Administration*  
*Technical Drawing*  
*Peer Mediation*  
*Auto Mechanics I*  
*Spanish I-III*

## WORK EXPERIENCE (List most recent job first)

1. \_\_\_\_\_  
Business Job Title Dates (Beginning date- end)  
Duties: *Example: September 2003-present*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
Business Job Title Dates (Beginning date- end)  
Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
Business Job Title Dates (Beginning date- end)  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER EXPERIENCE**

\_\_\_\_\_  
Business Job Title Dates (Beginning date- end)  
Duties: \_\_\_\_\_  
\_\_\_\_\_

**SKILLS AND QUALITIES (list hard and soft skills)**  
*Each line should begin with a verb or adjective, for example: Skilled in..., Enjoy..., Certified in..., Able to..., Good....*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



***Soft Skills***  
*oral communication skills, problem-solving and other cognitive skills, personal qualities & work ethic, and interpersonal and teamwork skills*

***Hard Skills***  
*Knowledge of: computers/software, video equipment, foreign language, specific tools. Excel in math, science; artistic skills (music, dance, etc.); certifications*

**ACTIVITIES (List clubs, extracurricular, volunteer)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES (Name, Relationship and phone number for each) or say: *Available Upon Request***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_