

Resume Worksheet

Your Information

Name _____

Home Address (and City, State, Zip)

Phone number (and description if any) _____

Email address _____

Your Job Objective

*use your job objective worksheet and fill in below

In just a few words...

Why should someone hire you?

Now make sure your resume gets this across.

Experience Organized by Skills

Key Transferable Skills to Emphasize

Transferable skills are general skills that can be useful in a variety of jobs or situations, such as writing clearly, good language skills, being punctual, and the ability to organize and prioritize tasks. Select your transferable skills that best support your job objective and list them, along with accomplishments, experiences, or examples that demonstrated these skills – ie. proof that you have them.

Transferable Skill _____

Proof _____

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Transferable Skill _____
Proof _____

Transferable Skill _____
Proof _____

Transferable Skill _____
Proof _____

Job Related Skills to Emphasize

Job related skills are those needed to perform a particular job. Write the most important job-related skills, along with examples to support these skills.

Job-related skill _____
Proof _____

Job-related skill _____
Proof _____

Job-related skill _____
Proof _____

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Job-related skill _____

Proof _____

Job-related skill _____

Proof _____

Experience Organized by Chronology

Most recent or present job title _____

Dates: From _____ to _____

Organization Name _____ City, State _____

Duties & Responsibilities -- Skills & Equipment/Software Used

Next most recent job title _____

Dates: From _____ to _____

Organization Name _____ City, State _____

Duties & Responsibilities -- Skills & Equipment/Software Used

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Next most recent job title _____

Dates: From _____ to _____

Organization Name _____ City, State _____

Duties & Responsibilities -- Skills & Equipment/Software Used

Next most recent job title _____

Dates: From _____ to _____

Organization Name _____ City, State _____

Duties & Responsibilities -- Skills & Equipment/Software Used

Any Other Work or Volunteer Experience

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Education and Training

Highest Level/Most Recent Education or Training

Institution Name _____ City, State _____

Dates attended or graduated _____

Certificate or degree _____

Related courses awards, achievements, and extracurricular activities

Other Training or Certification (including Armed Services training)

Institution Name _____ City, State _____

Dates attended or graduated _____

Certificate or degree _____

Related courses awards, achievements, and extracurricular activities

Related Workshops, Seminars, Informal Learning, or Any Other Training
