

RESUME WORKSHEET

Name

Full Address OR City, State

Telephone, E-mail

RESUME SUMMARY/POSITION TITLE

(Provide a short summary of your skills, experience and key qualifications related to desired position)

EDUCATION

Name of school, city, and state

Anticipated Graduation Date: month and year

Full name of degree and program

Related Coursework: (Leverage your education by listing full names of courses enrolled/completed)

- _____
- _____
- _____
- _____

SKILLS & ABILITIES (Identify competencies and qualifications related to position)

- _____
- _____
- _____
- _____
- _____
- _____

WORK EXPERIENCE

Job Title

Company, City, State

Dates of Employment

(Describe your successes and the skills used to perform well in this position. Be sure to use action verbs)

- _____
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- _____