

Resume Worksheet

Name _____

Present Address _____

Previous Address _____

Home Phone _____ Work Phone _____

Work Experience

List employment beginning with most recent employer

1. Name of Employer _____

Full Address _____

From _____ to _____ Title _____

Duties _____

2. Name of Employer _____

Full Address _____

From _____ to _____ Title _____

Duties _____

3. Name of Employer _____

Full Address _____

From _____ to _____ Title _____

Duties _____

4. Name of Employer _____

Full Address _____

From _____ to _____ Title _____

Duties _____

Education

Name of high school and graduation date _____

List all college or technical training and/or seminars

1. _____ From _____ to _____

Degree or Certification _____

2. _____ From _____ to _____

Degree or Certification _____

3. _____ From _____ to _____

Degree or Certification _____

Community Involvement

Examples: Chamber of Commerce, State Associations, Lions Club, etc. _____

Awards

Military Service

Branch _____ From _____ to _____