

Résumé Worksheet

TIP: Create a standard letterhead that you use on the cover letter & references sheet too.

****Note:** we do not list addresses for security and safety reasons**

Full Name

Phone

Email Address (make sure it is a business-appropriate name)

Summarize your work experience, for example:

“7 years experience...”
 “Earned bonuses for...”
 “Recognized for ...”

Summary of Qualifications

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

Identify specific job related skills that show your ability to do the job for which you are applying. You can also state personal qualities that make you an outstanding employee.

Skills & Abilities

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

****If you have NOT had any work experience, you will highlight your Qualifications/ Skills/ Abilities in place of Work Experience****

Work/Volunteer Experience

Start with most recent job **FIRST**, work back in time from there

List Job Title, Employer Name, City/State, Dates or Periods of Time (for example: “7 years”) and most important duties.

1) _____

Job Title	Employer	City/State	Dates
-----------	----------	------------	-------

Duties: _____

2) _____

Job Title	Employer	City/State	Dates
-----------	----------	------------	-------

Duties: _____

3) _____

Job Title	Employer	City/State	Dates
-----------	----------	------------	-------

Duties: _____

TIP: Prioritize your duties to most closely match those which you will be using in your target job

Résumé Worksheet Continued

TIP: You do not need to list every employer in your work history. You can title this section: **“Relevant Work History”** and limit it accordingly.

Even though this worksheet is more than one page, **one-page résumés are the most effective.**

We’re happy to meet with you individually if you would like assistance with getting your information on one page.

Always give yourself credit for experience even if you didn’t get a paycheck for it.

When adding Volunteer Work to a résumé, make sure that the experience is relevant to the work for which you are applying or that it shows a positive investment in the community.

Work Experience (continued)

4) _____
Job Title Employer City/State Dates

Duties: _____

5) _____
Job Title Employer City/State Dates

Duties: _____

6) _____
Job Title Employer City/State Dates

Duties: _____

Education/Training

1) _____
Degree/Training Title School/Training Provider Date

2) _____
Degree/Training Title School/Training Provider Date

3) _____
Degree/Training Title School/Training Provider Date