

Resume Worksheet

Name _____
(First) (Middle) (Last)

Address _____
(Street)

(City) (State) (Zip Code) (Telephone Number)

Job Objective (Write a complete sentence explaining the job you are looking for and qualified for.)

EDUCATION (List the last school you went to first.)

____/____ to ____/____ Harrison High School 700 S. Fifth Street Harrison, MI 48625
Phone Number (989) 539-7417 Fax Number (989) 539-4319

(Program Studied)

(Graduation Date) (GPA)

____/____ to ____/____

(Name of School) (Street Address)

(City and State) (Zip Code) (Phone Number)

(Program Studied) (GPA)

WORK EXPERIENCE (Your current or most recent job first.)

____/____ to ____/____

(Name of Company) (Supervisor's Name)

(Street Address) (City and State) (Zip Code) (Phone number)

(Job Title) (Duties)

____/____ to ____/____

(Name of Company) (Supervisor's Name)

Resume Worksheet

(Street Address)

(City and State)

(Zip Code)

(Phone number)

(Job Title)

(Duties)

____ / ____ to ____ / ____

(Name of Company)

(Supervisor's Name)

(Street Address)

(City and State)

(Zip Code)

(Phone number)

(Job Title)

(Duties)

WORK SKILLS

SCHOOL/COMMUNITY ACTIVITIES AND AWARDS

REFERENCES

May use 1 teacher and an adult friend and any work experience. References should have known you for at least 1-2 years. Do not use peers. Job title and company name are for work references or people that you would want contacted at work.

(Name)

(Name)

(Job Title) if using work address or as a work reference

(Job Title) if using work address or as a work reference

(Name of Company)

(Name of Company)

(Street Address)

(Street Address)

(City and State)

(Zip Code)

(City and State)

(Zip Code)

Resume Worksheet

(Area Code and Telephone Number)

(Area code and Telephone Number)

(Name)

(Job Title) if using work address or as a work reference

(Name of Company)

(Street Address)

(City and State)

(Zip Code)

(Area Code and Telephone Number)

Use telephone book if needed