

# 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 Community Education 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)

\_\_\_\_\_  
(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)

# Resume Worksheet

## WORK SKILLS

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## SCHOOL/COMMUNITY ACTIVITIES AND AWARDS

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## 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)
_____ (Area Code and Telephone Number)	_____ (Area code and Telephone Number)

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(Name)

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

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(Name of Company)

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(Street Address)

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(City and State)      (Zip Code)

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(Area Code and Telephone Number)

**Use telephone book if needed**