

# Resume Worksheet

## 1. Personal Identification

Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Primary phone number \_\_\_\_\_  
Alternate/cell phone number \_\_\_\_\_  
Email address \_\_\_\_\_

## 2. Job Objective Statement

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 3. Key Transferable Skills

Transferable skill \_\_\_\_\_  
Proof of this skill \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transferable skill \_\_\_\_\_  
Proof of this skill \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transferable skill \_\_\_\_\_  
Proof of this skill \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transferable skill \_\_\_\_\_  
Proof of this skill \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transferable skill \_\_\_\_\_  
Proof of this skill \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Key Job-Related Skills**

Job-related skill \_\_\_\_\_  
Proof of this skill \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job-related skill \_\_\_\_\_  
Proof of this skill \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job-related skill \_\_\_\_\_  
Proof of this skill \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job-related skill \_\_\_\_\_  
Proof of this skill \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job-related skill \_\_\_\_\_  
Proof of this skill \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Work Experience Organized by Chronology**

Most recent (or present) job title \_\_\_\_\_  
Dates from-to (month/year) \_\_\_\_\_  
Organization name \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Duties, skills, responsibilities, accomplishments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next most recent job title \_\_\_\_\_  
Dates from-to (month/year) \_\_\_\_\_  
Organization name \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Duties, skills, responsibilities, accomplishments \_\_\_\_\_

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Next most recent job title \_\_\_\_\_

Dates from-to (month/year) \_\_\_\_\_

Organization name \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Duties, skills, responsibilities, accomplishments \_\_\_\_\_

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## 6. Education

School or training institution attended \_\_\_\_\_

Dates attended (or graduated) \_\_\_\_\_

Degree or certification obtained \_\_\_\_\_

Anything else that should be mentioned \_\_\_\_\_

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School or training institution attended \_\_\_\_\_

Dates attended (or graduated) \_\_\_\_\_

Degree or certification obtained \_\_\_\_\_

Anything else that should be mentioned \_\_\_\_\_

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School or training institution attended \_\_\_\_\_

Dates attended (or graduated) \_\_\_\_\_

Degree or certification obtained \_\_\_\_\_

Anything else that should be mentioned \_\_\_\_\_

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**7. Other Formal or Informal Training that Supports Your Job Objective**

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**8. Other Resume Sections**

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