

RESUME WORKSHEET

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

SUMMARY OF SKILLS AND/OR EXPERIENCE (TRANSFERABLE SKILL SETS):

Skill/Experience:

- _____
- _____
- _____

Skill/Experience:

- _____
- _____
- _____

Skill/Experience:

- _____
- _____
- _____

Skill/Experience:

- _____
- _____
- _____

Accomplishments:

EMPLOYMENT HISTORY:

Name of Company _____	City/State _____
Job Title _____	Dates of Employment _____
Name of Company _____	City/State _____
Job Title _____	Dates of Employment _____
Name of Company _____	City/State _____
Job Title _____	Dates of Employment _____
Name of Company _____	City/State _____
Job Title _____	Dates of Employment _____

Other relevant experience (optional):

EDUCATION:

School Name _____ City/State _____

Degree/Certificate/Major(s) _____ Date (if recent) _____

Academic Accomplishments: _____

Licenses and Certifications: _____

Professional Memberships: _____