

Resume Worksheet



TIP: Create a standard letterhead that you can use for the cover letter and references sheet too. If you are short on space, choose a format that is 2 lines instead of 4-5 lines.

Summarize your work experience and skills, for example:
"7 years' experience in...."
"Excel at ..."

List job title, employer name, city/state, years, and most importantly accomplishments. List most recent job first and go back in time from there.

TIP: Prioritize your duties to most closely match those you hope to use in your target job.

Full Name

Street/PO Box

City, State Zip

Phone

Email Address (make sure it is business-appropriate)

Summary of Qualifications

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

Work Experience

1) _____

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

Duties: _____

2) _____

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

Duties: _____

3) _____

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

Duties: _____

Work Experience (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 resumes are the most effective**. We’re happy to help you shorten your resume when it comes to the final draft.

Always give yourself credit for experience, even if you didn’t get a paycheck. When adding volunteer work to a resume, make sure that the experience is relevant to the work you are applying for, or that it shows a positive investment in your community. It can be combined with your work history by calling the section “Relevant Experience.”

It is allowable to leave dates off in this section. Give yourself credit for in-house company training if it was significant and/or relevant to your target job.

| | | | | |
|----|---------------|----------|------------|-------|
| 4) | _____ | _____ | _____ | _____ |
| | Job Title | Employer | City/State | Dates |
| | Duties: _____ | | | |
| | _____ | | | |
| | _____ | | | |
| 5) | _____ | _____ | _____ | _____ |
| | Job Title | Employer | City/State | Dates |
| | Duties: _____ | | | |
| | _____ | | | |
| | _____ | | | |
| 6) | _____ | _____ | _____ | _____ |
| | Job Title | Employer | City/State | Dates |
| | Duties: _____ | | | |
| | _____ | | | |
| | _____ | | | |

Volunteer Experience

| | | | | |
|----|---------------|----------|------------|-------|
| 1) | _____ | _____ | _____ | _____ |
| | Job Title | Employer | City/State | Dates |
| | Duties: _____ | | | |
| | _____ | | | |
| | _____ | | | |
| 2) | _____ | _____ | _____ | _____ |
| | Job Title | Employer | City/State | Dates |
| | Duties: _____ | | | |
| | _____ | | | |
| | _____ | | | |
| 3) | _____ | _____ | _____ | _____ |
| | 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 |