Resume Outline Worksheet

Name

Street Address

City, State, Zip Code

Telephone Number

(no cell phone number or beeper)

Objective

(write a statement about the type of job you are seeking)

Summary

(Write a paragraph about you, describing your skills and abilities)

Skills and Strengths

(Make a list. Use the checklist from your Self-Assessment.)

Education/Awards/Honors

(High school, School awards, School honors)

Work Experience

(List the name of the company, city, state, and the dates worked)

(Job #1) (Job #2) (Job #3)

Job Duties Performed

(List the job title and all the duties performed at each job)

 (Job #1)	
 (Job #2)	
 (loh #3)	

(10D #3)

Community Involvement/Volunteer Work (List the name of place worked and the duties performed)