Resume Outline Worksheet

A. Identifying Information

(Make it as easy as possible for prospective employers to get hold of you. Include multiple ways to contact you.)

Name:		
Address:	 	
Phone numbers:		
Email address:		
Website URL:		

B. Career Objective

(Think about what you want from your career, and also what high level benefits you might offer an employer who hires you.)

C. Your Educational Background

(Include names & dates attended for high school, college, and any graduate studies. Also, include any training programs, certifications, and academic awards earned. Recent grads can include GPA and/or other honors & awards.)

D. Work History

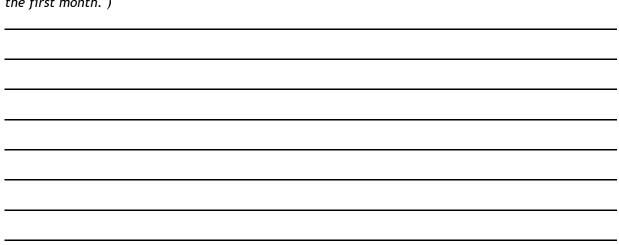
(List each job title, the employer, and the dates of employment. Next to that, list the main duties of the job. Don't forget to use action words. New grads and career changers can include internships, reallife experience, and volunteer work here too.)

Job 1	Job 2
Job 3	Job 4
Job 3	

Job 5	Job 6

E. Significant Achievements

(Think about significant accomplishments you've had on the job, and quantify them as much as possible. For example, "Suggested a change in office supply vendor that saved my employer \$2000 in the first month.")



F. Skills

(List your special strengths and all of the significant job-related skills that you have learned. Be sure to include any computer skills, technical skills of other types, and foreign language skills, if relevant.)

