



Resume Writing Worksheet

Name: _____ Address _____

Phone(s) _____ City, Zip _____

Email (*only* if used regularly) _____

Type of job you wish to obtain? _____

Personal qualities? (What would co-worker say about you?) _____

Skills you can perform *or have learned* (applicable to desired job)

Employment history (last 5 years)(include dates, employer, job title, location)

Education (Only include completed programs or currently enrolled ones)

Special Skills/Accomplishments (languages, computer skills, etc.)
