

# RESUME WORKSHEET

Complete each section as you want this information to appear on your resume itself. Be complete. Do not use abbreviations unless necessary. Be brief. Emphasize your accomplishments and skills that are directly related to the job that you want.

## IDENTIFICATION

List these as you want them to appear on your resume. Include the area code for your phones number. If you provide more than one phone number, give brief explanations such as: Home #, Cell #, etc. If you include an e-mail address, make sure it is professional in appearance.

<b>Full Name</b>	
<b>Address</b>	
<b>City, State, Zip Code</b>	
<b>Phone Number</b>	
<b>E-mail Address</b>	

## JOB OBJECTIVE

If you know what you want to do, very specifically, write a job or career objective. If you don't know what you want to do, you are better off not having a job or career objective unless the application specifically requests that you state one.

Sample Objectives:

- To obtain a position in the field of computer repair and electronics that will utilize my recent education and previous work experience.
- Seeking a receptionist or clerical position that will allow me to utilize my office skills and experience that I have acquired.
- Pharmacist – with nine years of experience that will result in increased efficiency.
- Entry level position in soft-goods retailing
- General sales manager for machine tool manufacturer

<b>Possible Objective #1</b>	
<b>Possible Objective #2</b>	
<b>Possible Objective #3</b>	

## WORK EXPERIENCE

Begin with your most recent work experiences and work back in time. Devote more space to recent jobs or jobs that are more relevant to support the job you want now.

For any dates on your resume, include the month and year only. Also, spell out the name of the month (i.e. August 2008 to April 2010).

<b><u>MOST RECENT JOB</u></b>	
<b>Company Name</b>	
<b>City &amp; State</b>	
<b>Dates of Employment</b>	
<b>Job Title</b>	
<b>Job Description</b> (Tell what you did, as clearly and exactly as you can. Emphasize results and accomplishments directly attributable to the fact that you were there)	

<b><u>NEXT MOST RECENT JOB</u></b>	
<b>Company Name</b>	
<b>City &amp; State</b>	
<b>Dates of Employment</b>	
<b>Job Title</b>	
<b>Job Description</b> (Unless this job is important in supporting your current job objective, be briefer with the description. Eliminate repetitions. List only important results, accomplishments, duties or responsibilities).	

**THIRD MOST RECENT JOB**

<b>Company Name</b>	
<b>City &amp; State</b>	
<b>Dates of Employment</b>	
<b>Job Title</b>	
<b>Job Description</b> (Unless this job is important in supporting your current job objective, be briefer with the description. Eliminate repetitions. List only important results, accomplishments, duties or responsibilities).	

**FOURTH MOST RECENT JOB**

<b>Company Name</b>	
<b>City &amp; State</b>	
<b>Dates of Employment</b>	
<b>Job Title</b>	
<b>Job Description</b> (Unless this job is important in supporting your current job objective, be briefer with the description. Eliminate repetitions. List only important results, accomplishments, duties or responsibilities).	

## MILITARY EXPERIENCE

<b>Service</b>	
<b>Rank</b>	
<b>Inclusive Dates</b> (Include month & year. Spell out the name of the month).	
<b>Responsibilities</b>	
<b>Demonstrated Skills</b>	
<b>Accomplishments &amp; Significant Contributions</b>	
<b>Reserve Status</b>	

## EDUCATIONAL DATA

<b>High School Name</b>	
<b>City &amp; State</b>	
<b>Dates of Attendance</b> (Month & year only. Spell out the name of the month).	
<b>Degree or GED Obtained</b>	
<b>Awards or Honors</b>	

<b>College or Vocational School Name</b>	
<b>City &amp; State</b>	
<b>Dates of Attendance</b> (Month & year only. Spell out the name of the month).	
<b>Degree or Certificate Obtained</b>	

<b>Demonstrated Skills or Abilities</b>	
<b>Student Activities</b>	
<b>Awards or Honors</b>	

<b>College or Vocational School Name</b>	
<b>City &amp; State</b>	
<b>Dates of Attendance</b> (Month & year only. Spell out the name of the month).	
<b>Degree or Certificate Obtained</b>	
<b>Demonstrated Skills or Abilities</b>	
<b>Student Activities</b>	
<b>Awards or Honors</b>	

**COMMUNITY, CIVIC OR VOLUNTEER EXPERIENCE**

<b>Name of Organization</b>	
<b>City &amp; State</b>	
<b>Dates of Participation</b> (Month & year only. Spell out the name of the month).	
<b>Nature of Involvement &amp; Any Offices Held</b>	
<b>Demonstrated Skills or Abilities</b>	
<b>Significant Contributions &amp; Achievements</b>	

<b>Name of Organization</b>	
<b>City &amp; State</b>	

<b>Dates of Participation</b> (Month & year only. Spell out the name of the month).	
<b>Nature of Involvement &amp; Any Offices Held</b>	
<b>Demonstrated Skills or Abilities</b>	
<b>Significant Contributions &amp; Achievements</b>	

**HONORS, AWARDS, AND ACHIEVEMENTS**

What non-school related organizations have you joined? Do you belong to a church group? Do you have volunteer experience? Coaching experience? Tutoring or mentoring experience?

<b>Foreign Languages &amp; Degree of Competency</b>	
<b>Interests &amp; Activities</b> (List interests & activities that support your objective).	
<b>Special Skills or Talents</b> (List the skills & talents that support your objective).	
<b>Special Awards or Recognition</b>	

<b>Achievement #1</b>	
<b>How did you initially become involved?</b>	
<b>What did you do?</b>	
<b>How did you do it?</b>	
<b>What was especially enjoyable about doing it?</b>	

<b>Achievement #2</b>	
-----------------------	--

<b>How did you initially become involved?</b>	
<b>What did you do?</b>	
<b>How did you do it?</b>	
<b>What was especially enjoyable about doing it?</b>	

<b>Achievement #3</b>	
<b>How did you initially become involved?</b>	
<b>What did you do?</b>	
<b>How did you do it?</b>	
<b>What was especially enjoyable about doing it?</b>	

**REFERENCES**

You do not need to include references on your resume. If space permits, you can add an optional statement such as:

- References available upon request.
- Business and personal references are available and will be furnished upon request.
- Excellent business and personal references are available.

**GENERAL TIPS**

Now that you have pulled together your information, think about how you want your resume to look. In general, the format of your resume should be easy to read with only a quick glance. Here are some conventional formatting tips:

- Use a 12-point Times, Calibri or Arial font (these will be installed on most computers)
- Use 1-inch margins
- Use headings in **bold**, *italics*, or ALL CAPS to separate the sections of your resume
- Generally, you don't want more than 1 page unless you have extensive work history
- Proofread your resume! Have someone else – like a career counselor or one of the Employment Specialists at the Probation Office review your resume with you.
- Be truthful – you want to present yourself in the best light possible but resist the temptation to embellish your responsibilities or accomplishments.