

Resume Worksheet

**No resume? No problem! We are here to help.
Please use this outline to help you write your very own resume!**

Contact Information – Who you are & how to get ahold of you!

Name: _____
Address: _____
City, State, Zip Code: _____
Email Address: _____
Cell Phone (Please include area codes): _____
Home Phone (Please include area codes): _____

Objective – What are you trying to Accomplish?

Skills – Format as bullet points

Experience – Add up to 10 years of experience *if applicable*

Company Name: _____
City & State: _____
Date Employed: _____
Title: _____
Description of Responsibilities: _____



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City & State: _____

Date Employed: _____

Title: _____

Description of Responsibilities: _____

Education: _____

Certifications/Accomplishments: _____

