

## Resume Worksheet

### PERSONAL INFORMATION:

Full Name:			
Address:			
Telephone Number:			
Social Security #:		Date of Birth:	
Emergency Contact:		Telephone Number:	
Driver's license number			

### EDUCATIONAL BACKGROUND

**Most recent first**

School Name:	School Address:	
Type of School:	Dates of Attendance:	From: To:
Degree/Diploma Received or Grade Level Completed:		

School Name:	School Address:	
Course of Study / Honors Type of School:	Dates of Attendance:	From: To:
Degree/Diploma Received or Grade Level Completed:		

School Name:	School Address:	
Type of School:	Dates of Attendance:	From: To:
Degree/Diploma Received or Grade Level Completed:		

Extracurricular Activities / Leadership (teams, clubs, volunteer work, etc.):

Honors and Awards Received:

Computer Skills (hardware and software you can use):

Machine Skills (include machines you can operate):

Specialized Skills (foreign language spoken, auto repair, etc.)

Volunteer Experience-Community Service:

Certifications: (CPR, ServSafe, etc.)

**WORK EXPERIENCE (List Most Recent Position First)**

Employer:		Dates Employed:	From: To:
Address:			
Telephone Number:		Position Held:	
Supervisor's Name:		Supervisor's Title:	
Duties and Responsibilities:	1. _____ 2. _____ 3. _____		
Reason for leaving:			

Employer:		Dates Employed:	From: To:
Address:			
Telephone Number:		Position Held:	
Supervisor's Name:		Supervisor's Title:	
Duties and Responsibilities:	1. _____ 2. _____ 3. _____		
Reason for leaving:			

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Address:			
Telephone Number:		Position Held:	
Duties and Responsibilities:	1. _____ 2. _____ 3. _____		
Reason for leaving:			

Employer:		Dates Employed:	From: To:
Address:			
Telephone Number:		Position Held:	
Duties and Responsibilities:	1. _____ 2. _____ 3. _____		
Reason for leaving:			

**REFERENCES (List At Least 2)**

Name:		Employer:	
Job Title:			
Home Phone #:		Work Phone #:	
Email address:		Work Address:	
How long has this person known you?			
Has this person given permission to be used as a reference?		YES	NO
Why can this person recommend you for employment?			

Name:		Employer:	
Job Title:			
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