

A resume is a written summary introducing you and your accomplishments. Use this worksheet to outline the content that you will eventually develop into a resume.

Contact Information

Name

Address

City, State, Zip

(Area Code) Home Phone

(Area Code) Cell Phone

Email Address

Keywords

Objective/Career Summary

Experience

Company Name

City, State

Dates Employed

Name of Supervisor (May be required on a job application)

Brief Description of Company

Title

Brief Description of your Responsibilities

(Key Accomplishment(s))

Experience (continued)

Company Name _____

City, State _____

Dates Employed _____

Name of Supervisor (May be required on a job application) _____

Brief Description of Company _____

Title _____

Brief Description of your Responsibilities _____

(Key Accomplishment(s)) _____

Company Name _____

City, State _____

Dates Employed _____

Name of Supervisor (May be required on a job application) _____

Brief Description of Company _____

Title _____

Brief Description of your Responsibilities _____

(Key Accomplishment(s)) _____

Education (place before Experience for new graduates only)

Activities and Accomplishments
