

Project: Job Search Worksheets

Class 2 » Building Your Toolkit: Résumé

Résumé Worksheet

Gather and enter information here for use in creating your résumé.

NAME

STREET ADDRESS, CITY, STATE ZIP

MOBILE NUMBER | EMAIL ADDRESS

SUMMARY

PROFESSIONAL EXPERIENCE (in reverse chronological order)

COMPANY NAME | LOCATION

START MM/YYYY TO END MM/YYYY

(Description of company, optional)

Title

•
Responsibilities

•
Accomplishment 1

•
Accomplishment 2

•
Accomplishment 3

•
Accomplishment 4

•
Accomplishment 5

COMPANY NAME | LOCATION

START MM/YYYY TO END MM/YYYY

(Description of company, optional)

Title

•
Responsibilities

•
Accomplishment 1

•
Accomplishment 2

•
Accomplishment 3

COMPANY NAME | LOCATION

START MM/YYYY TO END MM/YYYY

(Description of company, optional)

Title

•
Responsibilities

•
Accomplishment 1

•
Accomplishment 2

•
Accomplishment 3

EDUCATION (in reverse chronological order)

Institution Name, Program or Specific School Name Location

Degree, Program or Certification Name, Year Completed

Institution Name, Program or Specific School Name Location

Degree, Program or Certification Name, Year Completed

Institution Name, Program or Specific School Name Location

Degree, Program or Certification Name, Year Completed

PROFESSIONAL TRAINING & DEVELOPMENT (in reverse chronological order)

Institution Name, Program or Specific School Name Location

Program or Certification Name

Institution Name, Program or Specific School Name Location

Program or Certification Name

Institution Name, Program or Specific School Name Location

Program or Certification Name

LANGUAGES & TECHNOLOGY SKILLS

- _____
Languages spoken fluently
- _____
Technology skills (list only those not reasonably expected)

PROFESSIONAL AFFILIATIONS

- _____
Role — Organization Name, Location (Beg. YYYY – End YYYY or “Present”)
- _____
Role — Organization Name, Location (Beg. YYYY – End YYYY or “Present”)
- _____
Role — Organization Name, Location (Beg. YYYY – End YYYY or “Present”)
- _____
Role — Organization Name, Location (Beg. YYYY – End YYYY or “Present”)
- _____
Role — Organization Name, Location (Beg. YYYY – End YYYY or “Present”)

AWARDS & DISTINCTIONS

- _____
Award YYYY
- _____
Award YYYY
- _____
Award YYYY
- _____
Award YYYY
- _____
Award YYYY

Professional References Worksheet

Gather and enter information here for use in creating your references list.

NAME	TITLE
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COMPANY NAME	DEPARTMENT
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EMAIL ADDRESS	PHONE NUMBER
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NAME	TITLE
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COMPANY NAME	DEPARTMENT
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EMAIL ADDRESS	PHONE NUMBER
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NAME	TITLE
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COMPANY NAME	DEPARTMENT
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EMAIL ADDRESS	PHONE NUMBER
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NAME	TITLE
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COMPANY NAME	DEPARTMENT
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EMAIL ADDRESS	PHONE NUMBER
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NAME	TITLE
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COMPANY NAME	DEPARTMENT
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EMAIL ADDRESS	PHONE NUMBER
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