

RESUME WORKSHEET

Name: _____

Phone: _____

Email: _____

Career Highlights:

- _____
- _____
- _____
- _____

Qualifications & Skills:

- _____
- _____
- _____
- _____

Professional Experience: List at least 10 years of employment if possible

#1 Job title: _____

Employer, City, State: _____

Dates of Employment (month/year to month/year): _____

Responsibilities:

Complete below only if job requires background check

Supervisor name: _____

Supervisor's phone number: _____

Company's street address: _____

#2 Job title: _____

Employer, City, State: _____

Dates of Employment (month/year to month/year): _____

Responsibilities:

Complete below only if job requires background check

Supervisor name: _____

Supervisor's phone number: _____

Company's street address: _____

#3 Job title: _____

Employer, City, State: _____

Dates of Employment (month/year to month/year): _____

Responsibilities:

Complete below only if job requires background check

Supervisor name: _____

Supervisor's phone number: _____

Company's street address: _____

#4 Job title: _____

Employer, City, State: _____

Dates of Employment (month/year to month/year): _____

Responsibilities:

Complete below only if job requires background check

Supervisor name: _____

Supervisor's phone number: _____

Company's street address: _____

#5 Job title: _____

Employer, City, State: _____

Dates of Employment (month/year to month/year): _____

Responsibilities:

Complete below only if job requires background check

Supervisor name: _____

Supervisor's phone number: _____

Company's street address: _____

Education:

Formal Degree Name: _____

School name: _____

City, State: _____

Certificate Name: _____

School name: _____

City, state: _____

Certificate Name: _____

School name: _____

City, state: _____

Volunteer Experience:

Title: _____

Organization: _____

Title: _____

Organization: _____

Other Activities, Awards:

Title: _____

Organization: _____

Title: _____

Organization: _____