Resume Builder Worksheet

Personal Information

First Name:_____ Last Name:_____

Street Address: _____

City:_____ State:_____ Zip: _____

Phone (Home): _____ Phone (Work):_____

E-mail: _____

Employment Objective Statement

_____

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Summary of Skills & Qualifications

Login to your Guidance Central Portfolio at http://www.bridges.com, click on Choices Planner and take the Basic Skills Survey, the Workplace Skills Checklist, or the Transferable Skills Checklist to help you determine your skills and qualifications. List the skills and qualifications below that you will include on your resume.

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