

## RESUME WORKSHEET

(Make the information on this worksheet thorough and complete. Save it as a lasting resource; update it as the years pass. Use the information as a "menu" from which to create a unique resume for each job you seek.)

Name: \_\_\_\_\_ Date updated: \_\_\_\_\_

### I. Personal Information

Temporary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Permanent Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

[If you anticipate ever requesting a security clearance, you will need to record every place you have ever resided. You may also be required to identify and locate roommates, so record that here too!]

### II. Education

First College or University: \_\_\_\_\_

Location: \_\_\_\_\_ State: \_\_\_\_\_

Degree: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Date obtained: \_\_\_\_\_ Major GPA: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Other College or University: \_\_\_\_\_

Location: \_\_\_\_\_ State: \_\_\_\_\_

Degree: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Date obtained: \_\_\_\_\_ Major GPA: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Other schools attended (except high school), training or certifications received, licenses

obtained: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_