

**Resume Worksheet**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Objective or Position of Interest: \_\_\_\_\_

Qualifications Summary: \_\_\_\_\_

**Relevant Skills and Experience:**

Office Skills (typing, filing, etc.)

Skill \_\_\_\_\_

Description \_\_\_\_\_

Skill \_\_\_\_\_

Description \_\_\_\_\_

Skill \_\_\_\_\_

Description \_\_\_\_\_

Computer Skills (list programs used, i.e. MS Word 2000, NT)

Skill \_\_\_\_\_

Description \_\_\_\_\_

Skill \_\_\_\_\_

Description \_\_\_\_\_

Skill \_\_\_\_\_

Description \_\_\_\_\_

Customer Service Skills (i.e. conflict resolution, written/oral communication, sales, etc.)

Skill \_\_\_\_\_

Description \_\_\_\_\_

Skill \_\_\_\_\_

Description \_\_\_\_\_

Skill \_\_\_\_\_

Description \_\_\_\_\_

Management/Supervisory Skills

Skill \_\_\_\_\_

Description \_\_\_\_\_

Skill \_\_\_\_\_

Description \_\_\_\_\_

Skill \_\_\_\_\_

Description \_\_\_\_\_