Resume Outline Worksheet

A. Identifying Information

(Make it as easy as possible for prospective employers to get hold of you. Include multiple ways to contact you.)

Name: _____

Address: _____

Phone numbers: _____

Email address: _____

Website URL: _____

B. Career Objective

(Think about what you want from your career, and also what high level benefits you might offer an employer who hires you.)

_____
_____
_____

C. Your Educational Background

(Include names & dates attended for high school, college, and any graduate studies. Also, include any training programs, certifications, and academic awards earned. Recent grads can include GPA and/or other honors & awards.)

_____
_____
_____
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