

Fill in the Blank Resume Form

your name, capitalized, boldfaced and 16 pt. font

street address

town, ME zip code

home phone number

email address

EDUCATION (each heading should be in capital letters and boldfaced)

Class of _____, _____ High School, _____, ME

Major area of study (or coursework): _____

WORK EXPERIENCE (list any job you have held)

job title business name, location, dates

describe your position duties and skills learned using key verbs

SCHOOL ACTIVITIES (list all sports, clubs, etc. you have been involved with)

activity number of years ()

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COMMUNITY ACTIVITIES (volunteer work, etc.)

activity number of years ()

()

AWARDS (list any awards or special recognition you have received)

title of award month, year -

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INTERESTS (list a few of your hobbies if pertinent)
