

## RESUME WORKSHEET

Maureen Haggerty  
Director of Career Development

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_

**Job Objective** \_\_\_\_\_  
\_\_\_\_\_

**Education**    **Bachelor of** \_\_\_\_\_ **May** \_\_\_\_\_  
Caldwell College, Caldwell, NJ  
**Major:** \_\_\_\_\_  
**Minor:** \_\_\_\_\_

**Honors**  
\* \_\_\_\_\_  
\* \_\_\_\_\_  
\* \_\_\_\_\_

**Special Skills**  
\* \_\_\_\_\_  
\* \_\_\_\_\_  
\* \_\_\_\_\_  
\* \_\_\_\_\_  
\* \_\_\_\_\_

**Related Courses**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Internship**  
**Employer** \_\_\_\_\_ **Dates** \_\_\_\_\_  
**Accomplishments/Responsibilities**  
\* \_\_\_\_\_  
\* \_\_\_\_\_  
\* \_\_\_\_\_