

**RESUME WORK SHEET**

Use this worksheet to gather basic information needed to create your resume. Carefully review dates, address, phone numbers, spelling, and other details. Use this worksheet as a guide for preparing a better than average resume.

**IDENTIFICATION**

Name \_\_\_\_\_

Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Job Objective**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education and Training**

**Highest Level/Most Recent Education or Training**

Institution Name \_\_\_\_\_

City, State \_\_\_\_\_

Certificate or Degree received \_\_\_\_\_

Specific Courses or programs that relate to your job objective:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_