

**Fill in the Blank Resume Form**

\_\_\_\_\_  
your name, capitalized, boldface, and 16 pt. font

\_\_\_\_\_  
street address

\_\_\_\_\_  
town, GA zip code

\_\_\_\_\_  
home phone number

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

Class of \_\_\_\_\_. Colquitt County High School, Moultrie, GA

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

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

**COMMUNITY ACTIVITIES** (volunteer work, etc.)

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
activity number of years

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_