

Functional Resume Worksheet

Name _____ **Address** _____
City _____ **Province** _____ **Postal Code** _____
Telephone # _____ **Alternative #** _____
E-mail _____

Employment Objective

This statement tells a prospective employer what type of job or position you want. Examples: *Position as a light duty cleaner; To obtain a full-time, permanent position where I can utilize and expand upon my skills.*

12	Hair Color
13	Eye Color
14	Hobbies
15	Favorite Food

Others:

Your name? _____
 How old are you? _____
 When were you born? _____
 What is your gender? _____
 What is your address? _____
 Where are you from? _____
 Do you have brothers/sisters? Parents? Grandparents? Children? Etc... _____
 What do you work? _____
 What do you do? _____
 How much do you weigh? _____
 What color are your eyes? _____
 What color is your hair? _____
 What are your hobbies? _____
 What is your favorite food? _____

Information about

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2. How old are you?
3. When were you born?
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5. What is your address?
6. Where are you from?
7. Do you have brothers/sisters? Parents? Grandparents? Children? Etc...
8. What do you work?
9. What do you do?
10. How tall are you?
11. How much do you weigh?
12. What color are your eyes?
13. What color is your hair?
14. What are your hobbies?
15. What is your favorite food?

