

## Resume Worksheet

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Complete the following worksheet to prepare for the writing of your resume. You will then enter this information into an MSWord document.

1. Employment Objective – explain in your objective statement (optional on your resume) what type of position you want to obtain. You may also indicate the type of company you want to work for or the skills you wish to utilize/capitalize on in your new position.
  - Obtain a challenging position at a growing company where I can maximize my management skills, quality assurance, program development, and training experience.
  - Obtain an account executive trainee position for a major advertising agency.
  - Obtain an elementary education teaching position at a small independent school.
  - Obtain a position utilizing my customer service experience and knowledge of consumer lending practices to improve customer satisfaction and increase sales.
  - Obtain a management position at a growing company where I can effectively utilize my expertise in human relations, project management, staff recruitment, and retention.

2. Work Experience – List your most recent jobs first.

**A. Job Title:**

**Job Duties/Accomplishments:**

**Company Name:**

**City, State:**

**Dates of Employment (year to year):**

**B. Job Title:**

**Job Duties/Accomplishments:**

**Company Name:**

**City, State:**

**Dates of Employment (year to year):**

