

Comprehensive Resume Worksheet

Instructions

Use this worksheet to write a draft of the material you will include in your resume. Use a writing style similar to that of your resume, emphasizing skills and accomplishments. Keep your narrative as brief as possible and make every word count.

The information you write on the worksheet should be pretty close to the information you will use to write your resume, so write it carefully. For some sections, you will probably need to refer back to the appropriate section of this book to find previously recorded information.

Personal Identification

Name _____

Home address _____

City, state or province, ZIP or postal code _____

Primary phone number _____

Comment _____

Alternate/cell phone number _____

Comment _____

E-mail address _____

Blog, Twitter, or portfolio URL _____

Job Summary Statement

Write your job summary or objective here, as you would like it to appear on your resume. Writing a good summary statement is tricky business and requires a good sense of what you want to do as well as the skills you have to offer. You can refer to the work you did in chapters 2 and 7 and review sample resumes in part 3 before completing this.

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