

Resume Worksheet

Name _____

Address _____

Phone _____

Objective or Position of Interest: _____

Qualifications Summary: _____

Relevant Skills and Experience:

Office Skills (typing, filing, etc.)

Skill _____

Description _____

Skill _____

Description _____

Skill _____

Description _____

Computer Skills (list programs used, i.e. MS Word 2000, NT)

Skill _____

Description _____

Skill _____

Description _____

Skill _____

Description _____

Customer Service Skills (i.e. conflict resolution, written/oral communication, sales, etc.)

Skill _____

Description _____

Skill _____

Description _____

Skill _____

Description _____

Management/Supervisory Skills

Skill _____

Description _____

Skill _____

Description _____

Skill _____

Description _____