Resume Worksheet

Name: (give your name a larger, bold font to make it stand out)

Email Address:_____

Address_____ Phone numbers: _____

Objective	State objective to specify the job you are seeking in no more than two lines.
Education	**Calhoun Community College** A.S., A.A.S., etc. _____ Grad Date: _____ Grade Point Average: _____ (list only if it is above average)
Relevant Coursework	Use this space to list only those courses **relevant** to the position you are seeking. This is useful for applicants who have not received their degrees or who have certificates. Limit course listings to six and space appropriately for a neat appearance. _____ _____ _____ _____ _____ _____
Computer Skills (Circle those can use)	**Operating Systems:** (Windows 95, Windows XP, Windows 2000) **Software:** (WordPerfect, Microsoft Word, Excel, Access, Outlook, etc.) **Network:** (Internet Explorer, World Wide Web, Netscape, email, etc.)
Employment History Use numbers for dates employed to save space. Begin with your current or most recent job. Always use action verbs in the present tense to describe current duties. Verbs must be parallel to maintain consistency.	**Date:** **Employer:**_____ **Location:** _____ **10/05-Present** **Job Title:** _____ **Duties:** * _____ _____ _____