

## Resume Building Worksheet

Use this worksheet to make notes about your work experience and life skills experience. Remember, almost anything you have done in refugee camps can be translated into work experience, so don't tell yourself that you "have never worked." Even childcare and home management for your family shows that you have a good work ethic!

Be as specific and complete as possible.

### Contact Information

<b>Name</b>	<b>Address</b>	<b>Telephone(s)</b>
<b>Email</b>		

### Job History/Experience

In this section, write information about any work you have done.

<b>Company Name</b> (Example) Bare Feet Shoes	<b>Location (city, state, country)</b> 102 Alabama St SW Atlanta, GA (404) 584-2005	<b>Which months/years did you work there?</b> May 2007 to June 2008
<b>What was your job title?</b> Store associate <b>What did you do there?</b> Provided friendly customer service; Operated cashier, handled money; stocking and organizing merchandise, Maintaining a clean and orderly store		

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