

RESUME WORK SHEET

Use this worksheet to gather basic information needed to create your resume.
Carefully review dates, address, phone numbers, spelling, and other details. Use this
worksheet as a guide for preparing a better than average resume.

IDENTIFICATION

Name_____

Home Address_____

Zip Code_____

Phone Number_____ Cell Phone_____

E-mail Address_____

Job Objective

Education and Training

Highest Level/Most Recent Education or Training

Institution Name_____

City, State_____

Certificate or Degree received_____

Specific Courses or programs that relate to your job objective:
