

# RESUME WORKSHEET

**CONTACT INFORMATION:**

*(Name, address, phone, and email-use cell phone and a Hotmail, Yahoo, or Gmail address.)*

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**OBJECTIVE:**

*(Clear, concise statement of your immediate objective.)*

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**EDUCATION:**

*(Current school information. Relevant courses and GPA ONLY if required by employer.)*

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**EXPERIENCE:**

*(Related Work, Volunteer, Paid or Unpaid. Most recent first with title, organization, location, and dates. Describe responsibilities with action verbs.)*

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**SKILLS:**

*(Technology, languages, & "special skills.")*

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**HONORS & ACTIVITIES:**

*(Volunteer Activities, Student Groups, Leadership Roles, Community Work, Scholarships, Academic Awards, and Research.)*

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