Resume Worksheet

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Home/Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: (Make sure it is a professional email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EDUCATION:**

Renton High School Renton, WA September 20\_\_ - Present

Expected Graduation: 20\_\_

***What CTE classes have you taken? What skills did you learn***? Classes taken from Mr. Dowd, Ms. Smith, Mr. Devlin, Mr. Rahr, Mr. Lindsey, Ms. McLean, Ms. Rich, Mr. Benton, Ms. Squire, Ms. Emerick, Mr. Mattingly, Ms. Johnson, Ms. Arndt, Ms. Konkel

* Microsoft IT Academy
	+ Microsoft Office Systems Industry Certification (verify.certiport.com)
		- (Your Certificate Number ie: wMUS8-FMR9; (Which programs you earned certificates ie. Word 2016, PowerPoint 2016, Excel 2016)

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**Athletics/Clubs:**

Sport/Club Name School Dates

Skills used/offices held

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**VOLUNTEER:**

NAME OF ORGANIZATION CITY, ST Dates

Skills used

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**EMPLOYMENT:**

Business Name City State Dates

Title

Skills Used

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**Language:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not taken in school-if taken in school, list under Education)

[ ] Proficient [ ] Basic [ ] Read [ ] Write

**REFERENCE**S: (This will be a separate page from your résumé)

**Three people, over the age of 21 that are not related to you.**

Full name, address, phone number, how you know them and number of years you have known them

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