



Student Resume Organizer

Use this form to organize your information and create an outline of your resume. A professional resume should always be typed and proofread before being used in a job application.

Contact Information

Full Name	
Address	
Phone	
Email	

Employment Goal

Examples: To gain work experience in a retail environment.
 To use my education and experience to provide excellent customer service.

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Paid Work Experience

For each work experience, include the business name and location, job title, dates employed, and a brief description of responsibilities. List the most recent work experience first. When you're first starting to build a work history, you can include things like babysitting or mowing lawns on your resume. If you don't have paid work experience, skip this section and focus on your volunteer experience and extracurricular activities.

#1	
#2	
#3	

#4	
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Volunteer Experience

For each volunteer experience, include the business name and location, dates volunteered, and a brief description of responsibilities. List the most recent volunteer experience first.

#1	
#2	
#3	
#4	

Extracurricular Activities/Hobbies

Include dates and applicable details.

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Awards & Achievements

Include dates and applicable details.

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Education

Include school name and location, dates attended, graduation date, and major/subjects studied.

High School	
College/Trade School	
Other	

References

For each reference, include full name, relationship, years known, phone number, and email address. References are usually listed on a separate page from your resume.

#1	
#2	
#3	

