

RESUME WORKSHEET



Heading:

Full Legal Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Phone Number: _____

Profile: (3-5 sentences expressing your goals, experience, and abilities. Do not use personal pronouns.)

(If you are having issues, brainstorm utilizing the skills section below.)

Skills:

(interpersonal relations, Microsoft Office, Google Suites, verbal and written communication etc.)

- _____
- _____
- _____
- _____
- _____
- _____

Education:

College Information: (if you are participating in concurrent enrollment, complete this section)

College name: _____

Location: _____ Anticipated graduation date: _____
(city, state) (i.e. May 2026)

Degree program/major: _____
(this may not be applicable until you enroll full-time at a college)

High School Information:

High school name: _____
(if you are participating in concurrent enrollment, complete this section)

Location: _____ Anticipated graduation date: _____
(city, state) (i.e. May 2022)

GPA: _____
(clarify if it is unweighted or weighted, only include if it is above a 3.0 on a 4.0 scale)

Work Experience:

Job title: _____
(Example: Customer Service Representative, Food Service Specialist, Office Assistant, etc.)

Company name: _____ **Dates worked:** _____

Job Duties (3-5 sentences expressing what you do within your position):
(Example: Greet customers, cashier purchases, respond to customer inquiries, and answer incoming phone calls)

- _____
- _____
- _____
- _____

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Company name: _____ **Dates worked:** _____

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(Example: Greet customers, cashier purchases, respond to customer inquiries, and answer incoming phone calls)

- _____
- _____
- _____
- _____

Volunteer/Community Service:

Volunteer title:

(Example: Mentor, Community Advocate, Tutor, etc.) _____

Organization name: _____ **Dates worked:** _____

Volunteer Duties (3-5 sentences expressing what you do for):

(Example: Helped serve food and prepare for children's holiday parties.)

- _____
- _____
- _____

Volunteer title:

(Example: Mentor, community advocate, tutor, etc.) _____

Organization name: _____ **Dates worked:** _____

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- _____
- _____
- _____

Clubs/Activities:

Organization name:	Role/Title:	Dates participated:
DECA	Member (i.e. Treasurer, President)	2018-Present
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Awards/Honors:

Organization name:	Dates participated:
Monthly Student Rotarian Program	2019
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other:
(list any other relevant skills, experience, and certifications below)

Name/Title:	Dates participated:
_____	_____
_____	_____
_____	_____