

# 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.)

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(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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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**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:**

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

**Awards/Honors:**

<u>Organization name:</u>	<u>Dates participated:</u>
Monthly Student Rotarian Program	2019
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

<u>Name/Title:</u>	<u>Dates participated:</u>
_____	_____
_____	_____
_____	_____