

Resume Worksheet:

Name:

Address:

Phone number:

Email address:

Work Experience: (list most recent first and go backwards- name of employer, location, dates worked, brief description of job responsibilities)

Education:(name of school, address, years attended- if you did a dual enrollment course, online course or summer program add that here as well)

Achievements: (awards, honor roll, certifications, other recognitions you 've received)

Volunteer Experience:

Interests/ Activities: (both in school and out- sports, clubs, hobbies)

Skills: (computer skills, other training received)

References: (Good to list 2- teacher, coach, guidance counselor, previous employer, volunteer coordinator- put their name and contact information- phone number/email)