**Resume Building Worksheet**

**Vital Information:**

Address

Email

Phone number

**Career Goal or Objective:** (What do you see yourself doing? What do you want to do in your field of study?)

**Skills and Abilities you possess:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Accomplishments:**

**Education:**

Name of the Institution

City and State the Institution is located

Major/Degree

Dates attended/month and year of graduation

Special honors associated with the degree

Significant courses or skills specific to job

**Any technical or career education?**

Name of the Institution

City and State located

Certificate name

Date awarded

Start with the most current listed first then continue to the next educational experience using a consistent format.

**Work Experience:**

Start with the most current first and work in reverse chronological order.

**Job #1**

Job title

Place of Employment

City and State of employment

Dates employed

Duties and responsibilities

Accomplishments

**Job #2**

Job title

Place of Employment

City and State of employment

Dates employed

Duties and responsibilities

Accomplishments

**Job #3**

Job title

Place of Employment

City and State of employment

Dates employed

Duties and responsibilities

Accomplishments

**Job #4**

Job title

Place of Employment

City and State of employment

Dates employed

Duties and responsibilities

Accomplishments

**Organization Memberships, Community Service, Activities:**

**Honors, Awards, Accomplishments, Certifications, Licensures:**