

Résumé Worksheet

Career goal: _____

Personal/Contact

Name *(please list exactly as you want it to appear on your resume)*:

Current address *(include street number, street name, city, state and ZIP code)*:

Mailing address *(include street number, street name, city, state and ZIP code)*:

Telephone *(only list those at which you are willing to receive job seeking-related phone calls)*:

Work: () _____ Home: () _____ Cell: () _____

Email *(only list the address at which you are willing to receive job seeking-related email)*: _____

Education

List all degrees or professional training from most to least current.

Institution _____ Year _____

Location _____

Degree/certificate _____

Other relevant information _____

Institution _____ Year _____

Location _____

Degree/certificate _____

Other relevant information _____

Institution _____ Year _____

Location _____

Degree/certificate _____

Other relevant information _____

Use back of sheet for additional education.