

# RESUME WORKSHEET

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Employment Objective: (optional)** \_\_\_\_\_

**Employment History: (Start with most recent job and work backwards)**

Job Title \_\_\_\_\_

Name of Company, City / State      Dates of Employment (**from** Mon./Yr. **to** Mon./Yr.)

Job Duties

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Employment Accomplishments (**optional**)

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Job Title \_\_\_\_\_

Name of Company, City / State      Dates of Employment (**from** Mon./Yr. **to** Mon./Yr.)

Job Duties

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Employment Accomplishments (**optional**)

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Job Title \_\_\_\_\_

Name of Company, City / State      Dates of Employment (**from** Mon./Yr. **to** Mon./Yr.)

Job Duties

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Employment Accomplishments (**optional**)

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Job Title \_\_\_\_\_

Name of Company, City / State      Dates of Employment (**from** Mon./Yr. **to** Mon./Yr.)

Job Duties

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Employment Accomplishments *(optional)*

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**Education: (Start with most recent training or education and work backwards. (Include only high school and above.)**

School Name

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City/State \_\_\_\_\_

Dates of Attendance or Graduation \_\_\_\_\_

Major(s) \_\_\_\_\_

Degree/Certificate Earned \_\_\_\_\_

Academic Accomplishments:

*(optional)* \_\_\_\_\_

Summary of Skills or Relevant Courses

*(optional)* \_\_\_\_\_

School Name

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City/State \_\_\_\_\_

Dates of Attendance or Graduation \_\_\_\_\_

Major(s) \_\_\_\_\_

Degree/Certificate Earned \_\_\_\_\_

Academic Accomplishments:

*(optional)* \_\_\_\_\_

Summary of Skills or Relevant Courses

*(optional)* \_\_\_\_\_

**Licenses and Certifications:**

*(optional)* \_\_\_\_\_