

Resume Worksheet

Name _____
Address _____ City/State _____ Zip Code _____
Area Code & Phone Number _____

OBJECTIVE

(a clear focus...tell people what you want to do)

Example 1: Part-time after school and weekend job

Example 2: Crew Member...Dishwasher...Cashier

HIGHLIGHTS OF QUALIFICATIONS

(capabilities)

Example 1: Reliable willing to show up on time

Example 2: Friendly; kind with a good attitude

Example 3: Willing to help, patient with people, do my share, willing to learn

Example 4: Honest and trustworthy

SKILLS & ABILITIES

(capabilities that support your highlights of qualifications)

Microsoft Word/Excel

Internet

Typing

Telephone Skills

Office Equipment

Cashier

Customer Service

Money Handling

Housekeeping

Babysitting

Lawn Maintenance

Car Washing

WORK EXPERIENCE

(brief outline of work history - 7 to 10 years)

Job Title _____ **Dates Employed** _____
Business Name _____ **City / State** _____

DUTIES

(brief description of duties)

Cashiered

Filled food orders

Childcare

Worked in family owned business

Balanced cash drawers

Prepared photo copies

Washed and detailed vehicles

Lawn maintenance

Pet grooming and exercise

Replaced wood fences

Painted

Cleared out trash

Tutored

Graded papers

Planned activities

Created posters

Scheduled Appointments

Typed Documents

Data entry

Answered phones

Prepared meals

EDUCATION

High School Name _____ **City/State** _____

REFERENCES AVAILABLE UPON REQUEST

(the completed format of this resume will be typed on one page)

What's your plan?

Not sure where to start? We can help!

CAREER
SERVICES
CENTER

325-HIRE