



Resume Information Sheet

Please use this document when beginning to write your resume. Following this form will assist you to better organize your work history, skills, accomplishments, and education.

Name: _____

Address: _____

City/State/Zip: _____

Home phone: _____ Cell phone: _____

Email address: _____

Position objective: _____

Employment History:

List your work history chronologically. The most recent jobs should be at the top.

Company name: _____

City/State: _____

Dates employed: _____
From: month/year To: month/year

Job title(s): _____

Job duties/responsibilities (in detail)

- _____
- _____
- _____
- _____
- _____
- _____

Tools/machinery/equipment used: _____

Skills: _____

Special accomplishments: _____

Company name: _____

City/State: _____

Dates employed: _____
From: Month/Year To: Month/Year

Job title(s): _____

Job duties/responsibilities (in detail)

- _____
- _____
- _____
- _____
- _____
- _____

Tools/machinery/equipment used: _____

Skills: _____

Special accomplishments: _____

Company name: _____

City/State: _____

Dates employed: _____
From: Month/Year To: Month/Year

Job title(s): _____

Job duties/responsibilities (in detail)

- _____
- _____
- _____
- _____
- _____
- _____

Tools/machinery/equipment used: _____

Skills: _____

Special accomplishments: _____

Company Name: _____

City/State: _____

Dates employed: _____

From: Month/Year

To: Month/Year

Job title(s): _____

Job duties/responsibilities (in detail)

- _____
- _____
- _____
- _____
- _____

Tools/machinery/equipment used: _____

Skills: _____

Special accomplishments: _____

Educational background

List highest degree or level attained first, and all descending order of importance.

College: _____

City/State: _____

Degree awarded/level completed: _____ Year: _____

Level completed: _____ Years attended: _____

Major: _____ Honors: _____

Additional courses: _____

High School: _____

City/State: _____

Level completed: _____ Year: _____

Courses: _____ Honors: _____

Additional courses: _____

Professional licenses or certifications: _____

Awards: _____

Military Service (Optional): _____

Languages: (fluency and comprehension): _____

Professional, Civic, or Fraternal affiliations: _____

Volunteer activities: _____
