

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 #: _____ Cell #: _____

E-Mail 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: _____

A. 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: _____
