

**RESUME WORKSHEET**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

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**JOB OBJECTIVE:** \_\_\_\_\_

**SUMMARY (4 BEST QUALITIES YOU HAVE FOR THE ABOVE JOB)**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**RELATED SKILLS AND ABILITIES (3 SKILLS NEEDED FOR THIS JOB)**

(#1 Skill) \_\_\_\_\_  
(Things I've done that demonstrate this skill)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(#2 Skill) \_\_\_\_\_  
(Things I've done that demonstrate this skill)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(#3 Skill) \_\_\_\_\_  
(Things I've done that demonstrate this skill)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**WORK HISTORY:**

<b>Date</b>	<b>Job Title</b>	<b>Company</b>	<b>City, State</b>

**EDUCATION OR TRAINING PROGRAMS COMPLETED:**

<b>Date</b>	<b>School/ or Training Program</b>	<b>City, State</b>	<b>Degree, Certificate, or Name of Class</b>