

RESUME WORKSHEET

HEADING List your name and contact information including address, phone number and email.	
SUMMARY STATEMENT Include a one to two sentence introduction that highlights one or two personal attributes and what you want to accomplish	
EDUCATION List name and location of schools attended with credential earned such as a diploma or degree. List most recent first.	
CERTIFICATIONS AND LICENSES Examples include CPR/First Aid, driver's license, food handler's license, etc.	
SKILLS List specific skills such as languages, computer skills, etc.	
EXPERIENCE List names of organizations, locations and dates with a summary of responsibilities and accomplishments. These experiences could be classified by employment, volunteer, school and non-school activities. List most recent experience first.	
AWARDS List awards and recognition received for academic and non-academic achievement, competitions, etc.	