# Resume and Job Application Worksheet

## Personal Information

**Name:**

**Street Address:**

| **City:** | **State:** | **Zip:** |
|---|---|---|

| **Home Phone:** | **Cell Phone:** |
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**E-Mail Address:**

## Summary (optional) –describes yourself

Use this on a chronological resume. You should adapt your summary statement to the type of job you are applying for. A summary focuses the reader's attention and highlights what you can do for the employer. Example: *Warehousing manager with excellent supervisory, problem-solving, and organizational skills*

## Objective (optional) –describes the type of job you want

Use an *Objective* or *Position Desired* on a skills resume so the employer knows what type of job you want, even if you don't have experience in that field. Example: *A responsible position in retail sales or marketing*

## Skills and Qualifications

List your skills and certifications. You may have more than you realize! Think about the equipment you know how to use, the computer skills you have, and any special certifications you have. Examples:  *Proficient in Word, Excel, and Access; Fluent in Spanish; First Aid & CPR certification; ServSafe food handling certification; Commercial Driver's License; Ability to safely operate forklift; Cash handling and cash register experience; Proficient in use of handheld scanner, etc.* You can also include qualities that make you a valuable employee such as: *Excellent communication skills, Ability to work under pressure,* and *Commitment to superior customer service.*

| Education (College, Technical, and any other special training) |
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**College/Other Educational Program:**

| City: | State: |
| --- | --- |

| Dates Attended: | Degree: (If no degree, list course of study or coursework) |
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**College/Other Educational Programs:**

| City: | State: |
| --- | --- |

| Dates Attended: | Degree: (If no degree, list course of study or coursework) |
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**College/Other Educational Programs:**

| City: | State: |
| --- | --- |

| Dates Attended: | Degree: (If no degree, list course of study or coursework) |
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| Education (High School or GED) |
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**\*High School:**

| City: | State: |
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| Dates Attended: | Degree: |
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**If you followed a special course of study in high school, such as business or auto repair technology, list that here:**

**\* If you have a G.E.D., please list where and when you attained it.**

| City: | State: | Year Attained: |
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**\*If you are still working on your GED, list where you are taking GED classes. Some employers that usually require a GED will accept your application if you are actively pursuing your GED.**

**Location:**

| Work Experience: Work backwards, listing your current or most recent job first. | | |
|---|---|---|
| **Job Title:** | **Company:** | |
| **Address:** | **City:** | |
| **State:** | **Dates of employment    From:** (month/year) | **To:** |
| **Skills/Work Performed  (Please be SPECIFIC and DETAILED):** | | |
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| **Supervisor's Name:** | **Phone Number:** | |
| **Job Title:** | **Company:** | |
| **Address:** | **City:** | |
| **State:** | **Dates of employment    From:** (month/year) | **To:** |
| **Skills/Work Performed  (Please be SPECIFIC and DETAILED):** | | |
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| **Supervisor's Name:** | **Phone Number:** | |
| **Job Title:** | **Company:** | |
| **Address:** | **City:** | |
| **State:** | **Dates of employment    From:** (month/year) | **To:** |
| **Skills/Work Performed  (Please be SPECIFIC and DETAILED):** | | |
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| **Supervisor's Name:** | **Phone Number:** |
| **Job Title:** | **Company:** |
| **Address:** | **City:** |

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| **State:** | **Dates of employment      From:** (month/year) | **To:** |

**Skills/Work Performed  (Please be SPECIFIC and DETAILED):**

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| **Supervisor's Name:** | **Phone Number:** |
| **Job Title:** | **Company:** |
| **Address:** | **City:** |

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| **State:** | **Dates of employment      From:** (month/year) | **To:** |

**Skills/Work Performed  (Please be SPECIFIC and DETAILED):**

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| **Supervisor's Name:** | **Phone Number:** |

## Volunteer Experience and Other Activities
Please list any unpaid experience that is relevant to your employment objectives.

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## References
Do not include these on a resume. You can provide them on a separate sheet at the job interview. You can also list them on job applications. Try to have 3 professional references ready to use. Ask former coworkers, supervisors, teachers, volunteers, etc. if it is ok to use them as a reference.

| **Name:** | **Position:** |
|---|---|
| **Company:** | **Phone:** |
| **Email:** | |
| **Name:** | **Position:** |
| **Company:** | **Phone:** |
| **Email:** | |
| **Name:** | **Position:** |
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