

# RESUME WORKSHEET

This resume worksheet has been provided to assist you in gathering information for your resume. DO NOT use this worksheet as a resume.

<b>Your contact Information:</b>	
Name	
APT/PO Box	
Street	
City, State ZIP	
Phone w/Area Code	
Cell w/Area Code	
Email Address	

## JOB OBJECTIVE (Job Title)

The job objective/career objective is **OPTIONAL** – If included, be specific! Do not make a statement similar to “To find a position where I can use my skills and abilities to meet the goals of my employer.” You should ALWAYS include a cover letter and/or an application with your resume.


## SUMMARY OF SKILLS AND ABILITIES

Type 70 wpm, Certified Welder or special skills, abilities or knowledge you have that you want the employer to be immediately aware of.

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•	•	•
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## EXPERIENCE (WORK HISTORY)

History is in **REVERSE** chronological order. **Start with your current or most recent employer first**, include military or volunteer experience. You will want to include your last 3 jobs or past 10 years. Provide a much information relating to your job duties as possible. Basic statements of task or duty.

Start Date	End Date	or Current Employer <input type="checkbox"/>
Job Title		
Company Name		
City	State (Spell out state name) Iowa	
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**EXPERIENCE (WORK HISTORY) ~ Con't**

Start Date	End Date	or Current
	Employer <input type="checkbox"/>	
Job Title		
Company Name		
City	State (Spell out state name) Iowa	
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•		

Start Date	End Date	or Current
	Employer <input type="checkbox"/>	
Job Title		
Company Name		
City	State (Spell out state name) Iowa	
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Start Date	End Date	or Current
	Employer <input type="checkbox"/>	
Job Title		
Company Name		
City	State (Spell out state name) Iowa	
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Start Date	End Date	or Current
	Employer <input type="checkbox"/>	
Job Title		

Company Name	
City	State (Spell out state name) Iowa
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**CERTIFICATIONS / LICENSES**

Certified Nurse Aide, HazMat Endorsement, Certified Welder Do not include a standard driver's license.


**ADDITIONAL INFORMATION / INTERESTS**

Professional associations, special skills i.e. second language, special training, work related awards


**EDUCATION / TRAINING**

Education is in **REVERSE** chronological order. **Start with your current or most recent educational experience or training first.** If it has been more than **TWO** years since the completion of the course of study or training, DO NOT include the year. Spell out the type of award or degree received. **DO NOT abbreviate!**  
 (High School Diploma, General Education Diploma, Associate in ..... Degree, Bachelor of .... Degree)

Full Name of School	
City	State (Spell out state name) Iowa
Diploma/Degree/Certificate Received	
Activities/Honors/Achievements/Special Training	

Full Name of School
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City	State (Spell out state name) Iowa
Diploma/Degree/Certificate Received	
Activities/Honors/Achievements/Special Training	

Full Name of School	
City	State (Spell out state name) Iowa
Diploma/Degree/Certificate Received	
Activities/Honors/Achievements/Special Training	

**REFERENCES**

Allow for three personal references. Remember ALWAYS get each person's permission to use him or her as your reference. Get the correct spelling for their first and last names, current job title, place of employment, home address and telephone numbers where they can be reached.

Name	
Job Title	
Place of Employment	
Home Address	
City, State ZIP	
Residence Phone w/Area Code	
*Business Phone w/Area Code	

*\*List business phone ONLY if your reference is allowed personal calls at work!*

Name	
Job Title	
Place of Employment	
Home Address	
City, State ZIP	
Residence Phone w/Area Code	
*Business Phone w/Area Code	

*\*List business phone ONLY if your reference is allowed personal calls at work!*

Name	
Job Title	
Place of Employment	
Home Address	

City, State ZIP	
Residence Phone w/Area Code	
*Business Phone w/Area Code	

*\*List business phone ONLY if your reference is allowed personal calls at work!*

Name	
Job Title	
Place of Employment	
Home Address	
City, State ZIP	
Residence Phone w/Area Code	
*Business Phone w/Area Code	

*\*List business phone ONLY if your reference is allowed personal calls at work!*