

# Résumé Worksheet

Heading:

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First Name	Middle Initial	Last Name
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Street Address	City	State	Zip Code
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Home Phone Number	Cell Phone Number
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E-Mail Address
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Work  
Experience:

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Name of Company	City	State
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Title of Position	Dates of Employment
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Skills and Responsibilities You Performed and Learned
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Education:

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Name of School	City	State
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Years Attended	Expected Graduation Date
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School Clubs and Organizations You Belong to
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Honors and Achievements
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Skills:

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Computer Skills (i.e., word-processing, Web design, etc.)
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Languages Spoken
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Other Job-Related Skills
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