

WHERE TO BEGIN WITH A RESUME WORKSHEET

Use this worksheet to begin the process of identifying your education, skills, experience and interests for your resume.

CONTACT INFORMATION

Full Name	
Address [Street, City, State, Zip]	
Phone [TIP: Make sure your voicemail greeting is professional.]	
Email [TIP: No silly, crude or ridiculously long emails.]	
Web Sites [professional web page, Etsy page or blog site]	
LinkedIn Profile	

EDUCATION

Name of High School	
Anticipated Graduation Date [month/year]	
G.P.A. Weighted or Unweighted [TIP: Avoid adding your GPA if it is too low (under 3.0).]	
Academy or Area of Study	
List Relevant Course Work, AP, Honors and Dual Credit Classes	

MAJOR ACHIEVEMENTS, QUALIFICATIONS, VOLUNTEERING AND EXPERIENCE. [IF SUPERVISORS, TEACHERS, OR COACHES HAVE RECOGNIZED YOU FOR A POSITIVE ATTITUDE OR OUTSTANDING SERVICE, MENTION IT IN YOUR DESCRIPTION.]

Awards	
Work or Volunteer Experience	
Certificates/Qualifications	

SKILLS

Computer/Technical Knowledge, Writing, Communication, Customer Service and more	
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ADDITIONAL INFORMATION

Hobbies	
Special Interests	
Clubs	
Projects	