



Resumes Worksheet

PERSONAL INFORMATION

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _(____) _____ Alternate Phone: _(____) _____

Email: _____

LinkedIn (optional): _____

HIGHLIGHTS OF QUALIFICATIONS AND ACCOMPLISHMENTS

(Describe your qualifications and accomplishments. Use www.onetonline.org for reference.)

1.	
2.	
3.	
4.	
5.	
6.	

SKILLS, ABILITIES AND AWARDS

(List your skills, abilities and any awards you have received that are related to the type of job you are seeking. Use www.onetonline.org for reference.)

1.	
2.	
3.	
4.	
5.	
6.	

EDUCATION

(List the school where you earned your highest degree first.)

School #1: _____

Course of study/major: _____

State: _____

School #2: _____

Course of study/major: _____

State: _____

School #3: _____

Course of study/major: _____

State: _____

EMPLOYMENT HISTORY

(Always start with your current or most recent job and only go back 10 years.)

Employer #1: _____

City: _____ State: _____

Job Title: _____

Dates employed: mm/yyyy) _____ to (mm/yyyy) _____

Job duties, responsibilities and accomplishments. (Use www.onetonline.org for reference):

Employer #2: _____

City: _____ State: _____

Job Title: _____

Dates employed: mm/yyyy) _____ to (mm/yyyy) _____

Job duties, responsibilities and accomplishments.

Employer #3: _____

City: _____ State: _____

Job Title: _____

Dates employed: mm/yyyy) _____ to (mm/yyyy) _____

Job duties, responsibilities and accomplishments.

CERTIFICATES/LICENSES:
