



7.0.5 Resume Information Activity

Directions: Fill out each section with the appropriate information. You can then use this worksheet as a reference when writing your resume.

PERSONAL INFORMATION

Full Name:	
Address:	
Telephone:	
Email	

PROFESSIONAL SUMMARY

List 3-4 of what you think your strongest skills are:

1.	
2.	
3.	
4.	

EMPLOYMENT EXPERIENCE

List most recent employer first:

EMPLOYER NAME:		DATES EMPLOYED	FROM:
			TO:
LOCATION:		POSITION TITLE	
RESPONSIBILITIES:			

ACCOMPLISHMENTS:	
------------------	--

EMPLOYER NAME:		DATES EMPLOYED	FROM: TO:
LOCATION:		POSITION TITLE	
RESPONSIBILITIES:			
ACCOMPLISHMENTS:			

EMPLOYER NAME:		DATES EMPLOYED	FROM: TO:
LOCATION:		POSITION TITLE	
RESPONSIBILITIES:			
ACCOMPLISHMENTS:			

EDUCATIONAL BACKGROUND

SCHOOL NAME:		DATES ATTENDED	FROM: TO:
LOCATION:		DEGREE/CERT. EARNED	
FIELD OF STUDY		GPA	
HONORS, RELEVANT COURSEWORK:			

SCHOOL NAME:		DATES ATTENDED	FROM: TO:
LOCATION:		DEGREE/CERT. EARNED	

FIELD OF STUDY		GPA	
HONORS, RELEVANT COURSEWORK:			

OTHER SKILLS

Languages:	
Computer Skills:	
Other Skills:	

NON-WORK EXPERIENCE

Volunteer Experience:	
Awards of achievements:	
Other:	