

A resume is a written summary introducing you and your accomplishments. Use this worksheet to outline the content that you will eventually develop into a resume.

## Contact Information

Name

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Address

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City, State, Zip

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(Area Code) Home Phone

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(Area Code) Cell Phone

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Email Address

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## Keywords

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## Objective/Career Summary

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## Experience

Company Name

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City, State

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Dates Employed

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Name of Supervisor (May be required on a job application)

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Brief Description of Company

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Title

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Brief Description of your Responsibilities

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(Key Accomplishment(s))

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**Experience** (continued)

Company Name \_\_\_\_\_

City, State \_\_\_\_\_

Dates Employed \_\_\_\_\_

Name of Supervisor (May be required on a job application) \_\_\_\_\_

Brief Description of Company \_\_\_\_\_

Title \_\_\_\_\_

Brief Description of your Responsibilities \_\_\_\_\_

\_\_\_\_\_

(Key Accomplishment(s)) \_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_

City, State \_\_\_\_\_

Dates Employed \_\_\_\_\_

Name of Supervisor (May be required on a job application) \_\_\_\_\_

Brief Description of Company \_\_\_\_\_

Title \_\_\_\_\_

Brief Description of your Responsibilities \_\_\_\_\_

\_\_\_\_\_

(Key Accomplishment(s)) \_\_\_\_\_

\_\_\_\_\_

**Education** (place before Experience for new graduates only)

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**Activities and Accomplishments**

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