



## RESUME WRITING WORKSHOP TEMPLATE

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# RESUME WRITING WORKSHEET PACKET

Use this worksheet packet for gathering information needed to create your resume. Carefully review dates, address, phone numbers, spelling, and other details.

## Identification

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Objective

(Gives your resume a focus letting the reader know upfront what your job goals are)

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## Highlights

(The most important skills and abilities you want the employer to know and recognize)

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## Next Most Recent Position

Dates: From \_\_\_\_\_ to \_\_\_\_\_

Organization Name: \_\_\_\_\_

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

Your Job Title: \_\_\_\_\_

Duties: (Refer to Page 2 for tips)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Skills developed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Equipment or software you used:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Promotions, accomplishments, and anything else positive:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Next Most Recent Position

Dates: From \_\_\_\_\_ to \_\_\_\_\_

Organization Name: \_\_\_\_\_

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

Your Job Title: \_\_\_\_\_

Duties: (Refer to Page 2 for tips)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Skills developed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Equipment or software you used:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Promotions, accomplishments, and anything else positive:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Education and Training**  
**Highest Level/Most Recent Education or Training**

**Institution Name:** \_\_\_\_\_

**City, State:** \_\_\_\_\_

**Certificate or Degree received:** \_\_\_\_\_

**Specific courses or programs that relate to your job objective:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Related awards, achievements, and extracurricular activities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Anything else that might support your job objective, like good grades:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Armed Services Training and**  
**Other Training or Certificate Programs**

**Institution Name:** \_\_\_\_\_

**Branch of Military Service:** \_\_\_\_\_

**Certificate or Degree:** \_\_\_\_\_

\_\_\_\_\_

**Special Training in the Military:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_