

Resume Building Worksheet

Instructions: Use this sheet as a guide to start building your resume. Once you have all of the sections complete, you can take the information and turn it into an official professional resume!

Your Information

| First Name | | Last Name | |
|----------------|--|---------------|-------|
| | | | |
| Street Address | | City | State |
| | | | |
| Phone Number | | Email Address | |
| | | | |

Education

| College Name (if applicable) | Graduation Year | GPA (if applicable) |
|------------------------------|-----------------|---------------------|
| | | |
| High School Name | Graduation Year | GPA (if applicable) |
| | | |

Work Experience

| Company Name | Location (City, State) | Start Date | End Date |
|------------------|------------------------|------------|----------|
| | | | |
| Job Title | | | |
| | | | |
| Responsibilities | | | |
| | | | |

| Company Name | Location (City, State) | Start Date | End Date |
|------------------|------------------------|------------|----------|
| | | | |
| Job Title | | | |
| | | | |
| Responsibilities | | | |
| | | | |

Activities

| Activity Name | Role | Start Date | End Date |
|----------------------|------|------------|----------|
| | | | |
| Activity Description | | | |
| | | | |

| Activity Name | Role | Start Date | End Date |
|----------------------|------|------------|----------|
| | | | |
| Activity Description | | | |
| | | | |

| Activity Name | Role | Start Date | End Date |
|----------------------|------|------------|----------|
| | | | |
| Activity Description | | | |
| | | | |

Achievements & Skills

| Awards or Honors | Date Received |
|-------------------|--|
| | |
| Other Language(s) | Skill Level (beginner, intermediate, fluent) |
| | |
| Skills | Skill Level (beginner, intermediate, advanced) |
| | |
| Certifications | Date Certified |
| | |

References

(Do not include on your actual resume!)

| Name | Relationship | Years Known | Contact Info |
|------|--------------|-------------|--------------|
| | | | |
| | | | |
| | | | |