Résumé Worksheet

Contact Information: Include name, address, telephone, e-mail address.

(be sure your voice message and e-mail address are professional!)

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Career Objective: Identify career interest area.

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Summary: A good summary statement encourages the reader to continue reading your resume. Highlight strengths, skills, knowledge, and achievements related to your objective.

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Experience: List employers, city/state, position title, and dates of employment**.** Quantify your accomplishments, using action verbs, at each of your places of employment.

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Education and Training:. List all relevant education and training in reverse chronological order—starting with highest degree earned. Dates are not necessary. Be sure to list special seminars, workshops and training that relate to your objective. List these before your degree or formal training if they are more relevant.

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