

RESUME WORKSHEET

Introduction

This worksheet gives you an opportunity to gather and place information in sections as you prepare to type your final document. This worksheet is designed to help you organize and group information. At the end of this worksheet is a "Resume Critique List." This form offers you a means to self-evaluate the accuracy and completeness of your resume.

The following elements must be included in the resume:

Heading: Name, address, phone or message phone and email address.

Mary Jones _____

1234 North Main Street _____

Anytown, CA 91234 _____

(909) 555-1234 _____

Objective: Make your objective specific enough to tell the employer what kind of job you are seeking, but general enough to cover a range of possible positions within the company.

OBJECTIVE: To obtain a position as a secretary or receptionist.

YOUR OBJECTIVE:

Skills: List your work-related skills; these may include those you learned from occupational experiences and settings. List computers and software you have used. Mention personal skills. Demonstrate your qualities by providing strong examples. (e.g. *I have not been tardy for the past three years.*)

Skills:	Typing	70 wpm
	Shorthand	90 wpm
	Ten-Key	270 nspm
	IBM Personal Computer	Word, Excel, dBase

Your Skills: _____

Education: Your current school should be listed first. List the name of each school, city, state and dates attended, certificates earned, diplomas, degrees obtained, honors earned and the years they were received. Remember ROP is a separate school from your regular high school and these classes should be listed separately.

Education:

Bloomington High School
10750 Laurel Avenue
Bloomington, CA 92316
September 2002- Present
Expected Graduation, June 2006

Colton, Redland, Yucaipa ROP
1214 Indiana Court
Redland, CA 92373
September 2004-Present
Graphic Communications Certificate

Your Education: _____

Experience: Include paid and unpaid experience. Begin with your most recent employment and list these in reverse chronological order, (most current first). Include job title, name of company, city, state, and telephone number, two or three major responsibilities and dates of employment.

Experience:

2005 - Present **CIGNA**, Fontana, CA (909) 555-3423
Data Entry Operator
Typed various reports and memos, including indemnity documents. Typed and updated files.

2004-2005 **Farmers Insurance**, Bloomington, CA (909) 555-9814
File Clerk

Sorted and distributed incoming mail, received and routed calls on multi-line phone system. Labeled and filed color strip files.

Your Experience:

Because your resume might be weak, consider including at least two of the following: ACHIEVEMENTS or AWARDS, ACTIVITIES, STRENGTHS or ABILITIES, HIGHLIGHT OF YOUR QUALIFICATIONS, SPECIAL INTEREST.

Special Activities:

- SkillsUSA Chapter Presidents, Bloomington High School 2005-2006
- Salvation Army Soup Kitchen Volunteer, San Bernardino, CA 2004-Present

Your Special Activities:

Your Achievements or Awards:

Your Strength and Abilities:

Highlights of Your Qualifications:

Formatting your Resume

- Omit personal information (e.g. health, conditions, religious affiliation, political affiliations, or hobbies not job-related)
- Avoid long paragraphs
- The resume should be one page long
- Do not list references on resume
- If you have work experience list it before education
- If you have no work experience list education first