

COMBINATION RESUME WORKSHEET

Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____

Work Phone: _____

Email: _____

SUMMARY (Thirty words or less about your career, including your scope of responsibilities, industry, skills, personal traits, etc.) _____

RELEVANT ACCOMPLISHMENTS

Action verb (e.g., organized, developed), + what you did + outcome or result

- _____
- _____
- _____

WORK EXPERIENCE (Most recent employer first)

Employer: _____

City & State: _____

Job title: _____ From 19____ to 19____

Employer: _____

City & State: _____

Job title: _____ From 19____ to 19____

Employer: _____

City & State: _____

Job title: _____ From 19____ to 19____

EDUCATION

School: _____ Location: _____

Degree: _____ Major: _____

Certifications or licenses: _____

PROFESSIONAL TRAINING AND DEVELOPMENT (courses/seminars attended)

- _____
- _____

SPECIAL AWARDS (optional) _____

PROFESSIONAL AFFILIATIONS/COMMUNITY ORGANIZATIONS (optional)

