

# Worksheet 17

## Resume Information

The resume needs to answer these questions for the employer.

### *Contact Information*

Who are you? \_\_\_\_\_

Your full name: \_\_\_\_\_

Your street address: \_\_\_\_\_

Your city, state, and ZIP code: \_\_\_\_\_

Your full telephone number: \_\_\_\_\_

### *Job Objective*

What do you want to do?

\_\_\_\_\_  
\_\_\_\_\_

### *Special Skills*

What can you do?

\_\_\_\_\_  
\_\_\_\_\_

### *Strengths*

What is the best thing about you?

\_\_\_\_\_  
\_\_\_\_\_

### *Accomplishments*

What have you done that you are proud of?

\_\_\_\_\_  
\_\_\_\_\_