

# Instant Resume Worksheet

Directions: This worksheet will help you organize the information you need to complete a simple chronological resume. It also provides the basis for a skills resume. Write out rough drafts for each of the more complicated sections that follow. Then complete the form with content close to that you want to use in your resume.

## Identification

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Phone number and location (i.e.: home, work, cell):

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Alternative phone number and location:

( ) \_\_\_\_\_

## Job Objective (optional)

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## Work, Military, and Volunteer Experience

Begin with you most recent job.

Name of organization: \_\_\_\_\_

Address (City, State): \_\_\_\_\_

Dates employed: \_\_\_\_\_

Job title(s): \_\_\_\_\_

Details of any special projects: \_\_\_\_\_

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Team projects: \_\_\_\_\_

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Special skills this job required: \_\_\_\_\_

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List what you accomplished or did well: \_\_\_\_\_

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### **Work, Military, and Volunteer Experience**

Begin with you most recent job.

Name of organization: \_\_\_\_\_

Address (City, State): \_\_\_\_\_

Dates employed: \_\_\_\_\_

Job title(s): \_\_\_\_\_

Details of any special projects: \_\_\_\_\_

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Team projects: \_\_\_\_\_

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Special skills this job required: \_\_\_\_\_

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List what you accomplished or did well: \_\_\_\_\_

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**Work, Military, and Volunteer Experience**

Begin with you most recent job.

Name of organization: \_\_\_\_\_

Address (City, State): \_\_\_\_\_

Dates employed: \_\_\_\_\_

Job title(s): \_\_\_\_\_

Details of any special projects: \_\_\_\_\_

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Team projects: \_\_\_\_\_

Special skills this job required: \_\_\_\_\_

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List what you accomplished or did well: \_\_\_\_\_

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**Work, Military, and Volunteer Experience**

Begin with you most recent job.

Name of organization: \_\_\_\_\_

Address (City, State): \_\_\_\_\_

Dates employed: \_\_\_\_\_

Job title(s): \_\_\_\_\_

Details of any special projects: \_\_\_\_\_

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Team projects: \_\_\_\_\_

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Special skills this job required: \_\_\_\_\_

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List what you accomplished or did well: \_\_\_\_\_

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### **Education and Training**

Begin with the highest level or most recent.

Institution name: \_\_\_\_\_

City and State/province (optional): \_\_\_\_\_

Degree or certificate earned: \_\_\_\_\_

Relevant courses, awards, achievements, and experiences: \_\_\_\_\_

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### **College/Post –High School**

Institution name: \_\_\_\_\_

City and state/province (optional): \_\_\_\_\_

Degree or certificate earned: \_\_\_\_\_

Relevant courses, awards, achievement, and experiences: \_\_\_\_\_

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**High School**

This is optional if you attended college.

Institution name: \_\_\_\_\_

City and state/province (optional): \_\_\_\_\_

Degree or certificate earned: \_\_\_\_\_

Relevant courses, awards, achievements, and experiences: \_\_\_\_\_

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**Armed Services Training and Other Training or Certification**

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Specific things you can do as a result: \_\_\_\_\_

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**Professional Organizations (Current)**

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