

RESUME WORKSHEET

Personal Information: Name: _____

Address: _____ Phone #: _____

Certifications: *Do you have your 1st Aid, Food safe, Baby sitters ticket, drivers licence etc.*

Skills- *Stuck? Move on down the sheet*

Sports Teams: What sport? How long? Position? Awards?

Community or school groups: Clubs or student council. Church groups.

Volunteer Experience: For whom? How long? Special responsibilities? Did you get special training? Did you need to train anyone else?

Interests or skills: Cooking? Camping? Computer interest? Physical activities?

Special events: Have you ever helped organize a friends Birthday party? Helped set up a garage or bake sale?

Chores or work for family / friends: Pet or baby sitting? Lawn mowing or snow shovelling

Education:

Year: _____

Graduated? _____

School: _____

Location: _____

Work History: *List in chronological order, beginning with your most recent experience*

Name of Business & Location: _____

Job Title: _____

Dates of Employment: _____

Responsibilities: _____

Skills used: _____

Special Accomplishments: _____

Reference: _____

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Job Title: _____

Dates of Employment: _____

Responsibilities: _____

Skills used: _____

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