

Name \_\_\_\_\_

## Resume Writing Lesson

### Resume Builder Worksheet

#### Objective statement

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#### Employment experience

Job Title \_\_\_\_\_ Company \_\_\_\_\_

Company Address & Phone \_\_\_\_\_

Skills on this job

- \_\_\_\_\_
- \_\_\_\_\_

Job Title \_\_\_\_\_ Company \_\_\_\_\_

Company Address & Phone \_\_\_\_\_

Skills on this job

- \_\_\_\_\_
- \_\_\_\_\_

Job Title \_\_\_\_\_ Company \_\_\_\_\_

Company Address & Phone \_\_\_\_\_

Skills on this job

- \_\_\_\_\_
- \_\_\_\_\_

#### Education

School Name \_\_\_\_\_ grad date \_\_\_\_\_

School Address and Phone number \_\_\_\_\_

Relevant courses

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School Name \_\_\_\_\_ grad date \_\_\_\_\_

School Address and Phone number \_\_\_\_\_

Relevant courses

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#### Skills and Abilities – List experience and qualifications (use technical skills list for GAO to help)

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Activities and Honors – list activities in addition to attending classes

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References – List at least two people, not family members

Name \_\_\_\_\_ Address, Phone, email

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Name \_\_\_\_\_ Address, Phone, email

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Name \_\_\_\_\_ Address, Phone, email

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