

Resume Worksheet

First Name, Middle Initial, Last Name

Mailing Address (include City, State, & Zip Code)

Area Code + Telephone Number

Email address (optional)

Objective

Education and Training

Lake Career & Technical Center, Camdenton, MO

- _____ (classes taken)
- _____ (classes taken)
- _____ (classes taken)
- _____ (classes taken)

Years Attended

Name & Location of High School

Years Attended

Projected Graduation Date

GPA

Work Experience #1 (Most Recent)

Business Name

City, State

Job Title,

Job Duties

Supervisor Name & Title

Dates of Employment

Work Experience #2

Business Name

City, State

Job Title,

Job Duties

Supervisor Name & Title

Dates of Employment

Work Experience #3

Business Name _____ City, State _____

Job Title, _____ Job Duties _____

Supervisor Name & Title _____ Dates of Employment _____

Skills & Abilities

- _____
- _____
- _____
- _____
- _____
- _____

Activities & Awards

- _____
- _____
- _____
- _____

References

1. _____
Name & Job Title _____ Area Code & Telephone Number _____

Business Name & Address (include City & State)

References

2. _____
Name & Job Title _____ Area Code & Telephone Number _____

Business Name & Address (include City & State)

References

3. _____
Name & Job Title _____ Area Code & Telephone Number _____

Business Name & Address (include City & State)