Résumé Information Worksheet

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

Date: \_\_\_\_\_\_\_

Desired Job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions**: *Complete each section when instructed. Fill in all sections that apply to you and the position you are applying for. Remember to tailor the information you share to your intended audience (the employer).*

**1. Contact Information**

**Name:**

**Address:**

**Phone Number:**

**Appropriate e-mail address:**

**Web address/URL/LinkedIn (if applicable):**

**2. Objective**

You should identify your desired position as well as your skills and/or qualifications. Be as specific as possible. (Ex. My objective is to obtain an auto mechanic position so I can utilize 2 years of mechanical training at Kishwaukee Education Consortium and my recent certification.)

**My objective is to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**3. Education**

List the name of any high school and colleges attended, as well as years attended (at this time you will only list High School) (ex. Genoa-Kingston High School, 980 2014-present). You can also include graduation dates, GPA, computer proficiency, related coursework, certifications, and related projects.

**School:** Genoa-Kingston High School

**School Address:** 980 Park Ave. Genoa, IL 60135

**Dates Attended (years)**: 2014-present➔**(update this after graduation!)**

**GPA (include only if above 3.0) \_\_\_\_\_\_\_\_\_**

**Other important info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Education**

(ex. KEC- list College name, program title, dates attended, and any other important information about the program)

**4. Experience**

This section can include work experience, professional experience, volunteering experience, etc. List in reverse chronological order (most recent first!)

**Position(s)/Role(s) held:**

**Employer/Organization:**

**Employer/Organization City, State:**

**Length of service (Months and Years):**

**Summary of duties (use strong action verbs):**

**Position(s)/Role(s) held:**

**Employer/Organization:**

**Employer/Organization City, State:**

**Length of service (Months and Years):**

**Summary of duties (use strong action verbs):**

**5. Extracurricular Activities**

Include the activity, any leadership roles you held, and length of involvement

**6. Awards and Recognitions (if applicable)**

Include the name of the award and length of involvement when appropriate.

**6. Language and Technical Skills**

Include any applicable language and technical skills (ex. Proficiency in Microsoft Office Suite, First Aid certification, CNA license)