



Resume Worksheet

I. High School Education

1. Where did you go to high school?

Name of high school _____

Dates attended _____

City _____ State _____ Diploma _____

2. Courses taken:

3. List your best courses. Why?

Best Courses Reason

4. List your worst courses. Why?

Worst Courses Reason

5. Awards, honors, contests won.

6. Extracurricular Activities (offices held, clubs, athletics, band, chorus, cheerleading, etc.)

Later, using the same questions, you would add college, business school, technical school, etc.

II. Work Experience

1. Part-time jobs (include job titles, if any. Also list babysitting Jobs, lawn mowing, etc.).

2. Names and addresses of employers and dates of employment (include phone numbers, if possible).

3. What skills did you learn as a result of doing this job?
(Think of your 'ob duties instead of your Job title).

Job Duties These duties translate to the following skills:

4. What are the three things you did at this Job that made you feel proud?

1)

2)

3)

5. Did you have any additional responsibilities given to you or receive any promotions or raises. List them.

III. Unpaid Work/Volunteer Experience

1. List all unpaid work/volunteer experiences that you have had (teacher's aide, school office aide, candy striper, church or civic volunteer, team manager, etc.).

Name of Group Dates Involved Offices Held and Dates Skills Learned

2. List three achievements from your unpaid experiences.

- 1)
- 2)
- 3)

3. List any honors, awards or plaques received from unpaid work.

Award From Whom When Received?

4. What clubs or organizations do you belong to currently? Do you hold an office in any of these groups?

5. Have you traveled 'n another country? Which one or ones?

6. Do you speak a foreign language? If so, which one or ones?