



Resume Worksheet

Name (First and Last): _____ Phone Number (Include Area Code): _____

City: _____ E-mail Address: _____

SUMMARY STATEMENT:

EDUCATION:

School _____

Graduation Date _____

Clubs/Athletics/Leadership roles/Performing Arts/ROP class

- _____
- _____
- _____
- _____

SKILLS: Are you bilingual? Are you CPR and/or First Aid certified? Do you have any other special certifications or training?

- _____
- _____
- _____

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WORK/VOLUNTEER EXPERIENCE: (This is the most important section.)

Example: Smoothie Artist, Jamba Juice, Tustin, 6/2012 – 2/2013

- Assisted customers in a professional, courteous and friendly manner while demonstrating a positive attitude and utilizing excellent customer service skills
- Cleaned, sliced and stored fruit to help prepare for the next shift
- Experienced and trustworthy in operating cash register and handling cash and credit card transactions

Job Title/Position	Employer	City, State	Dates
Responsibilities:			
• _____			
• _____			
• _____			

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• _____			
• _____			
• _____			

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Responsibilities:			
• _____			
• _____			
• _____			

AWARDS/RECOGNITION (Optional): List outstanding achievements including awards and certificates you have been presented.

Example: Team MVP, Team Captain or Co-Captain, Section Leader, Speech & Debate Finalist, etc.

- _____
- _____
- _____