

# Résumé Worksheet

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Job Objective:** \_\_\_\_\_

**Work Experience:** \_\_\_\_\_

(Name of business/company, dates, duties/responsibilities, etc.)

**Education:** \_\_\_\_\_

(High School name, address, projected date of graduation)

**School Clubs/  
Organizations:** \_\_\_\_\_

**Extra-Curricular  
Activities/Awards:** \_\_\_\_\_

**Special Skills/  
Interests/Hobbies:** \_\_\_\_\_

(Languages, Typing, Computer Skills, etc.)

**References:** **Name:** \_\_\_\_\_

**School/Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

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

**School/Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

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

**School/Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_