**Resume Information**

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

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

*Instructions: Fill in the information below, it will be used to help you create a resume.*

1. Personal Information

Full Name (all caps):

Permanent Address:

Telephone Number (Cell):

E-Mail Address:

2. Objective:

Pretend you are searching for a job you could apply for **today** or applying for a college, university or technical school.

3. **Education** (If you have attended more than one high school use back of paper):

School Attended:

School Location (City and State):

Courses Include:

Anticipated Graduation Date:

GPA:

4. **Work Experience:** (If you have had more than one job, use the back of the paper)

Dates Held (Month year – month year/present):

Employer (Company name):

Location (City and state):

Job Title:

Duties:

5. **Volunteer Experience:** (If you need more room, use the back of the paper)

In reverse chronological order, list the organization/experience then put the dates in parentheses.

6. **Memberships and Activities:** (If you need more room, use the bottom of the paper)

In **reverse chronological order**, list the organization you are/were a member of, then put the dates in parentheses.

7. **Honors and Awards:** (If you need more room, use the bottom of the paper)

In **reverse chronological order**, list any awards or honors you have received then the dates in parentheses.

8. **Work Skills:**

List work skills in order of importance to you that you feel would differentiate yourself from other employees.

\*\*If you had more than 2 areas left blank, list 4 things that you can work on or get involved in for next year and explain how you are going to do it.

1)

2)

3)

4)

Reverse Chronological Order Practice: