

Resume Worksheet

Name _____ Phone _____ Cell _____ Email _____

Address _____ City, State, Zip _____

WILL YOU BE UTILIZING THE INTERNET TO JOB SEARCH? YES NO

OBJECTIVE/ WHO ARE YOU?

This is simply a statement detailing your desired position. It sets the strategy of your resume and from it, you will build a resume that will sell you toward this goal, i.e. Sales Executive/ Community Services Director

MISSION STATEMENT/ WHY SHOULD I HIRE YOU?

This is your Value Message...if you hire ME, this is what I will bring to the table and what I can do for you. For example: *15 Years Experience. Have a great understanding of market shares- even increasing them significantly since I was employed here. I am also excellent in doing whatever I have to do to exceed bottom line profit goals set by our company.* OR *Highly Successful Executive willing to transfer skills to community service agency. Material Handler with 10+ years experience in inventory control.*

SPECIALIZED SKILLS

This section identifies specific keys skills, qualifications, and intangible values in your field of expertise. Listed skills must be relevant to the position you are applying for and further answer the question, "Why should I hire you?" One or two of these skills will naturally go into your mission statement above. Some examples include: Supervision/ Team management, OSHA Safety Regulations, Troubleshooting/ Problem Solving, Analytical Skills, Vendor Relations, Contract Negotiations, Project Management, Quality Assurance, Eye for Detail, Customer Service, Certified Forklift Operation, Computer Skills: MS Office, Peachtree Accounting, AS400, Type 100 WPM, etc.

SPECIALIZED SKILLS

EXPERIENCE

Fill out this section beginning with the most recent position and include as many jobs as you feel necessary to portray your skills and reflect your primary job history. Keep in mind that if you are trying to switch careers, you may need to sell previous skills more abundantly than your recent ones.

Dates of Employment: From _____ to _____

Company Name _____ City, State _____ Job Title _____

Write 4-5 brief sentences describing your job responsibilities (i.e. Was responsible for managing a team of 10 sales agents)

Write 3 statements that describe your contributions or accomplishments in this job (if you have more, please include) i.e. Managed a team of agents responsible for increasing sales by 25% in first year; 47% during tenure

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EDUCATION/ TRAINING

List any and all education including professional/ skills development courses you attended during your career. Include those that your employer sent you to.

High School _____ Graduation Year _____ City, State _____

GED: Where obtained _____ Year _____ City, State _____

College _____ City, State _____

Degree _____ Year of Graduation _____

Institution (College, Vo Tech, Company) _____ City, State _____

Course Taken _____ Year _____

OTHER: _____

COMPUTER/ TECHNICAL SKILLS

CERTIFICATIONS

COMMUNITY &/OR PROFESSIONAL AFFILIATIONS OR VOLUNTEER ACTIVITIES