

# Resume Worksheet

## Section 1: Contact Information

First and Last Name: \_\_\_\_\_

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

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

## Section 2: Education

High School Name: \_\_\_\_\_

High School City/State: \_\_\_\_\_

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

ACT/SAT Scores: \_\_\_\_\_

GPA: \_\_\_\_\_

AP Classes Taken: \_\_\_\_\_

## Section 3: Awards/Honors

Award Received: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

Award Received: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

## Section 4: Work Experience

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

Job Title: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Responsibilities/Achievements (*What you did while working*): \_\_\_\_\_

\_\_\_\_\_

### **Section 5: Volunteer Experience**

Organization/Club Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Start and End Date: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

Responsibilities and Achievements (*How did you help others?*): \_\_\_\_\_

\_\_\_\_\_

### **Section 6: Clubs and Organizations**

Name of Club: \_\_\_\_\_

Leadership Position Held: \_\_\_\_\_

Dates Active: \_\_\_\_\_

Description of Club (if necessary): \_\_\_\_\_

### **Section 7: Educational Experience and Travel**

Summer program/Study Abroad Trip/Conference Attended: \_\_\_\_\_

Location: \_\_\_\_\_ Date Attended: \_\_\_\_\_

Description: \_\_\_\_\_