

INSTANT RESUME WORKSHEET
COMPLETE AND BRING TO YOUR APPOINTMENT WORKSHOP
9 AM TO 12:30 PM

NAME _____
ADDRESS _____
CITY _____ ZIP _____
PHONE (____) _____ MESSAGE PHONE (____) _____
Email _____

JOB OBJECTIVE

WORK EXPERIENCE START WITH MOST RECENT WORK BACKWARDS 8 TO 10 YEARS

DATE _____ TO _____
TITLE _____
COMPANY NAME _____
CITY _____ STATE _____ ZIP _____
DUTIES AND ACCOMPLISHMENTS _____

DATE _____ TO _____
COMPANY NAME _____
CITY _____ STATE _____ ZIP _____
DUTIES AND ACCOMPLISHMENTS _____

DATE _____ TO _____
TITLE _____
COMPANY NAME _____
CITY _____ STATE _____ ZIP _____
DUTIES AND ACCOMPLISHMENTS _____

DATE _____ TO _____
TITLE _____
COMPANY NAME _____
CITY _____ STATE _____ ZIP _____
DUTIES AND ACCOMPLISHMENTS _____

IF YOU NEED MORE ROOM PLEASE USE AN ADDITIONAL SHEET OF PAPER

EDUCATION START WITH HIGHEST LEVEL AND WORK BACKWARD

DATE _____ TO _____
NAME OF INSTITUTION _____
CITY _____ STATE _____ ZIP _____
RELEVANT COURSE WORK INCLUDE ACHIEVEMENTS & AWARDS _____

DATE _____ TO _____
NAME OF INSTITUTION _____
CITY _____ STATE _____ ZIP _____
RELEVANT COURSE WORK INCLUDE ACHIEVEMENTS & AWARDS _____

DATE _____ TO _____

NAME OF INSTITUTION _____

CITY _____ STATE _____ ZIP _____

RELEVANT COURSE WORK INCLUDE ACHIEVEMENTS & AWARDS

MILITARY SERVICE

DATE _____ TO _____

BRANCH _____

BASE YOU WERE DISCHARGED FROM _____

ACHIEVEMENTS AWARDS _____

COMMUNITY SERVICE

OTHER RELEVANT SKILLS

SUCH AS: COMPUTER SKILLS, STNA TRAINING, CPR ETC
