Resume Worksheet

Use this worksheet to make notes on the information that you wish to use to create or update your resume. Having these notes handy may make the task easier.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Information | | | | | | | | | | | | | |
| Name: | | | E-mail address: | | | | | | | | | | |
| Mailing address: | | | | | | | | | | | | | |
| Phone numbers: | | Home: | | | | | | | Mobile: | | | | |
| Objective: (What kind of job do you want?) | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Skills (What keywords describe the skills and abilities you’ll highlight for this job?) | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | |
| Education and Training | | | | | | | | | | | | | |
| School/ College Name: |  | | | | Dates Attended: | | | | |  | | | |
| School/College Address: |  | | | | Qualifications: | | | | |  | | | |
|  | | | | | | | | | | | | | |
| School/ College Name: |  | | | | Dates Attended: | | | | |  | | | |
| School/College Address: |  | | | | Qualifications: | | | | |  | | | |
|  | | | | | | | | | | | | | |
| Certificates/ Licences/Other (Eg; Fork Lift Drivers Licence; White Card; Senior first Aid) | | | | | | | | | | | | | |
| Certificate or Licence: |  | | | | Date Achieved: | | | | |  | | | |
| Certificate or Licence: |  | | | | Date Achieved: | | | | |  | | | |
| Certificate or Licence: |  | | | | Date Achieved: | | | | |  | | | |
| Work History (if more than 2 are relevant / recent, complete details at end of sheet) | | | | | | | | | | | | | |
| Employer: |  | | | | | Phone Number: | | | | |  | | |
| Employer’s Address: |  | | | | | Dates Employed: | | | | |  | | |
| Job duties: (Specific responsibilities or tasks) |  | | | | | | | | | | | | |
| Employer: |  | | | | | | Phone Number: | | | | |  | |
| Employer’s Address: |  | | | | | | Dates Employed: | | | | |  | |
| Job duties: (Specific responsibilities or tasks) |  | | | | | | | | | | | | |
| Volunteering and Other Activities | | | | | | | | | | | | | |
| Organisation: |  | | | | | | | Phone No: | | | | |  |
| Volunteer Duties: |  | | | | | | | Dates: | | | | |  |
| Organisation: |  | | | | | | | Phone No: | | | | |  |
| Volunteer Duties: |  | | | | | | | Dates: | | | | |  |
| Referees (recent previous employers if possible) | | | | | | | | | | | | | |
| Name: | | | E-mail address: | | | | | | | | | | |
| Company and position: | | | | | | | | | | | | | |
| Phone numbers: | | Work: | | | | | | | Mobile: | | | | |
| Name: | | | E-mail address: | | | | | | | | | | |
| Company and position: | | | | | | | | | | | | | |
| Phone numbers: | | Work: | | | | | | | Mobile: | | | | |
| Name: | | | E-mail address: | | | | | | | | | | |
| Company and position: | | | | | | | | | | | | | |
| Phone numbers: | | Work: | | | | | | | Mobile: | | | | |