

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

# Resume Worksheet

**This worksheet will act as a guide for creating your résumé. Below is a list of questions that will help you develop a quality résumé.**

What is the purpose of your résumé (state the job you are applying for)?

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What are some of your talents, strengths, skills, and abilities?

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What are your educational experiences (state where you are attending or have attended school; state your grade level completed)?

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List each of your work experiences – include one key accomplishment that you were involved in with each job (include all paid and volunteer work).

**Job #1**

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**Job #2**

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**Job #3**

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Give three references complete with name, address, e-mail, and phone number.

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**Now that you have a better understanding of how to write a résumé, you can continue with the assignment.**