Resume Worksheet

Personal Data

Name			Phone	Work Pho	one		
Complete Address			State _				
		_	Objective:				
Sample 1:		To obtain a full-time position working in that will use my past work experience and skills.					
Sample 2:		To obtain a full-time position working in and entry-level job in a environment.					
Sample 3:		A full time position in business where I can use my currentand skills to benefit your organization.					
Sample 4:		A full-time position working as an entry-level where my excellent skills can be used and developed.					
Sample 5:	An en	An entry-level position that will allow me the opportunity to use my currentskills and past work experience.					
			Employmer	nt			
		l of your jobs and the n rather than employn					
			Employmen	t:			
1999 – Present Position: Duties:		Park Avenue Mainte Janitor Clean Apartments fo	1		(509) 922-0010		
199x-1999 Position: Duties:		State of Washington D.S.H.S. Olympia, WA Caregiver Primary care for disabled patients					
1980-199x		The other jobs are listed in the same way.					

Or

If you are listing your skills	, turn on the bullets	by clicking the	bullets button	and list your	skills as in the
example below:					

If you are listing example below:		king the bullets button and list your skills as in the		
	Skil	ls:		
• () • 1] • () • ()	Keyboarding to 55 WPM Good Telephone Skills Ability to handle Pressure Believe a strong work ethic Enjoy working with the public Competency using Operate Understand			
	O	r		
	Skil	ls:		
Keyboarding towpm Tab over Excellentskills Vault Cashier		Teller Ten-Key		
	ETC.			
	Educa	tion:		
200x to Presen	Institute of Extended Learning Course of study:	2310 N. Monroe, Spokane, WA GED, Microsoft Excel, Microsoft Word 2000 My computer training covers		
200x-200x	Next school <u>Graduated</u> from.	J		
1 is a cha	references are needed, typed on a SEI aracter reference, like a neighbor, friencessional reference that can vouch for	* *		

- is a **work** reference to vouch for your work habits and value as an employee, like a boss, coworker or supervisor. 3

References:

Available on request.

Do not place your references on your resume. Type them on Page 2 as follows.

References:

First Name and Last Name Their Title or who they are to you Their City (only) Their Complete Phone Number

Professional: Doctor, Caseworker, Teacher

First Name and Last Name Their Title or who they are to you Their City (only) Their Complete Phone Number Work Related: Boss, Co Worker, Peer at work

First Name and Last Name Their Title or who they are to you Their City (only) Their Complete Phone Number Personal: Friend, Neighbor, Landlord etc. No Relatives