

Resume Outline Worksheet

Name

Street Address

City, State, Zip Code

Telephone Number
(no cell phone number or beeper)

Objective
(write a statement about the type of job you are seeking)

Summary
(Write a paragraph about you, describing your skills and abilities)

Skills and Strengths
(Make a list. Use the checklist from your Self-Assessment.)

Education/Awards/Honors
(High school, School awards, School honors)

Work Experience
(List the name of the company, city, state, and the dates worked)

(Job #1)

(Job #2)

(Job #3)

Job Duties Performed
(List the job title and all the duties performed at each job)

(Job #1)

(Job #2)

(Job #3)

Community Involvement/Volunteer Work

(List the name of place worked and the duties performed)

After compiling your information, enter it into a Word document:
<https://templates.office.com/en-us/resume-tm02919464>. Samples of various resume formats are available on the Career Services' website at www.uwgb.edu/careers. Under "Resumes / Cover Letters / Interviews"