7.0.5 Resume Information Activity

***Directions:*** *Fill out each section with the appropriate information. You can then use this worksheet as a reference when writing your resume.*

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Full Name: |  |
| Address: |  |
| Telephone: |  |
| Email |  |

**PROFESSIONAL SUMMARY**

List 3-4 of what you think your strongest skills are:

1.

2.

3.

4.

**EMPLOYMENT EXPERIENCE**

List most recent employer first:

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYER NAME:** |  | DATES EMPLOYED | FROM:TO: |
| LOCATION: |  | POSITION TITLE |  |
| RESPONSIBILITIES: |  |
| ACCOMPLISHMENTS: |  |



|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYER NAME:** |  | DATES EMPLOYED | FROM:TO: |
| LOCATION: |  | POSITION TITLE |  |
| RESPONSIBILITIES: |  |
| ACCOMPLISHMENTS: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYER NAME:** |  | DATES EMPLOYED | FROM:TO: |
| LOCATION: |  | POSITION TITLE |  |
| RESPONSIBILITIES: |  |
| ACCOMPLISHMENTS: |  |

**EDUCATIONAL BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL NAME:** |  | DATES ATTENDED | FROM:TO: |
| LOCATION: |  | DEGREE/CERT. EARNED |  |
| FIELD OF STUDY |  | GPA |  |
| HONORS, RELEVANT COURSEWORK: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL NAME:** |  | DATES ATTENDED | FROM:TO: |
| LOCATION: |  | DEGREE/CERT. EARNED |  |
| FIELD OF STUDY |  | GPA |  |
| HONORS, RELEVANT COURSEWORK: |  |



**OTHER SKILLS**

|  |  |
| --- | --- |
| Languages: |  |
| Computer Skills: |  |
| Other Skills: |  |

**NON-WORK EXPERIENCE**

|  |  |
| --- | --- |
| Volunteer Experience: |  |
| Awards of achievements: |  |
| Other: |  |

