

# NEW JOB TOOLKIT



## RESUME WORKSHEET

Use this worksheet for all your current information. Having this information handy will ease in the resume writing process.

Do not use this worksheet as your resume.

### CONTACT INFORMATION

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

Email Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Location: \_\_\_\_\_

LinkedIn Profile URL: \_\_\_\_\_

Personal Website/Portfolio URL: \_\_\_\_\_

### PROFESSIONAL SUMMARY (Position, Expertise, Skills)

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### SKILLS – (Technical, Administrative, Management)

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* _____	* _____
* _____	* _____
* _____	* _____

### PROFESSIONAL DEVELOPMENT – (training seminars, certifications, licenses, etc.)

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* _____	* _____
* _____	* _____
* _____	* _____

# NEW JOB TOOLKIT



## WORK EXPERIENCE

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Most Recent Employer: \_\_\_\_\_

City and State: \_\_\_\_\_ Dates: Month/Year \_\_\_\_\_

Job Title: \_\_\_\_\_

List Responsibilities and accomplishments beginning with an action word.

- |         |         |
|---------|---------|
| * _____ | * _____ |
| * _____ | * _____ |
| * _____ | * _____ |
| * _____ | * _____ |
| * _____ | * _____ |
| * _____ | * _____ |

Former Employer: \_\_\_\_\_

City and State: \_\_\_\_\_ Dates: Month/Year \_\_\_\_\_

Job Title: \_\_\_\_\_

List Responsibilities and accomplishments beginning with an action word.

- |         |         |
|---------|---------|
| * _____ | * _____ |
| * _____ | * _____ |
| * _____ | * _____ |
| * _____ | * _____ |
| * _____ | * _____ |

Former Employer: \_\_\_\_\_

City and State: \_\_\_\_\_ Dates: Month/Year \_\_\_\_\_

Job Title: \_\_\_\_\_

List Responsibilities and accomplishments beginning with an action word.

- |         |         |
|---------|---------|
| * _____ | * _____ |
| * _____ | * _____ |
| * _____ | * _____ |
| * _____ | * _____ |
| * _____ | * _____ |

# NEW JOB TOOLKIT



## EDUCATION – (Highest to Lowest)

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Name of Institution: \_\_\_\_\_

City and State: \_\_\_\_\_

Degree Attained or Courses Completed: \_\_\_\_\_

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Name of Institution: \_\_\_\_\_

City and State: \_\_\_\_\_

Degree Attained or Courses Completed: \_\_\_\_\_

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Name of Institution: \_\_\_\_\_

City and State: \_\_\_\_\_

Degree Attained or Courses Completed: \_\_\_\_\_

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## PROFESSIONAL ASSOCIATIONS (should be current)

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## COMMUNITY & VOLUNTEER ACTIVITY (title and location)

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## MILITARY SERVICE (if applicable)

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