RESUME WORKSHEET

IDENTIFICATION:

1. **Use your legal name, as it appears on your social security or government-issued identification card.**
2. **Use the street address identified in your government-issued identification card. If you have since moved, obtain an updated identification document.**
3. **Provide an email address that is updated and accessible to you on a daily basis. Email address should use your name or a recognizable variant.**
4. **Provide a telephone number that is updated. Make sure that your voicemail has an appropriate greeting and can receive messages.**

Name: _____

Street Address: _____

City: _____ State: _____ Zipcode: _____

Home Telephone: _____ Cellular: _____

Email Address: _____

EDUCATION:

1. **List any education you have had, EVEN IF YOU DID NOT COMPLETE THE COURSE, including high school/GED; community college; college; graduate school; technical school; and any certification or vocational courses.**
2. **Include dates of attendance under "Completion/Graduation Date," if you did not complete the course.**
3. **Include any certifications, certificates or awards that you received under Degree Received.**
4. **Include Grade Point Average under "Degree Received," ONLY IF it was above a 3.0 in a 4.0 scale.**
5. **If currently attending or enrolled in a course, include expected graduation or completion date under "Completion/Graduation Date," and include expected degree, certification or certificate under "Degree Received."**

School/Institution/Organization: _____

_____

Street Address: _____

City: _____ State: _____ Zipcode: _____

Completion/Graduation Date: _____

Degree Received: _____

_____

_____

School/Institution/Organization: _____

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Street Address: _____

City: _____ State: _____ Zipcode: _____

Completion/Graduation Date: _____

Degree Received: _____

_____

_____

School/Institution/Organization: _____

_____

Street Address: _____

City: _____ State: _____ Zipcode: _____

Completion/Graduation Date: _____

Degree Received: _____

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WORK EXPERIENCE:

1. **ALL WORK EXPERIENCE should be listed, including seasonal or summer jobs, temporary employment, part-time employment, volunteer work, internships, court-ordered community service and work assignments during periods of incarceration.**
2. **Include daily responsibilities and tasks under "Duties" (e.g., "Conducted inventory checks of production material," or "Maintained safety and sanitary standards of several facility spaces").**
3. **Include specific achievements under "Accomplishments." Achievements should be measurable, quantifiable, and/or concrete (e.g., "Increased unit productivity by 30% over one year," or "Completed 27 inventory reports without any adverse audit findings," or "Created a functional customer database for the regional office"). It can include awards or recognitions received from an employer.**
4. **Indicate nature of position under "Job Title," whether you actually held a title or not. If you had an actual job title, circle that title after writing it down.**
5. **Work performed on a voluntary basis for yourself, a family member, relative, friend, or significant other should NOT be listed in this section (e.g., babysitting for a family member, mowing your lawn).**
6. **Provide the complete and official name of any company that you worked for, as well as that company's address and telephone number. You may need to either consult a telephone book or conduct research online. If a company no longer exists, provide the last known address and telephone number.**
7. **Include extra pages if necessary.**

SOME ACTION WORDS FOR USE IN YOUR RESUME

Accelerated	Created	Inspected	Published
Accomplished	Dealt With	Instituted	Purchased
Achieved	Defined	Instructed	Recommended
Acted	Delegated	Insured	Recorded
Adapted	Delivered	Integrated	Recruited
Administered	Demonstrated	Interpreted	Reduced
Advised	Described	Interviewed	Reinforced
Advocated	Designed	Introduced	Reorganized
Analyzed	Determined	Investigated	Repaired
Appraised	Developed	Lectured	Reported
Approved	Diagnosed	Led	Represented
Arranged	Directed	Leveraged	Researched
Assembled	Distributed	Listened	Resolved
Assisted	Documented	Maintained	Retooled
Balanced	Dramatized	Managed	Reviewed
Budgeted	Edited	Mentored	Revised
Built	Educated	Monitored	Scheduled
Calculated	Encouraged	Motivated	Screened
Catalogued	Engaged	Negotiated	Selected
Chaired	Established	Observed	Sold
Classified	Evaluated	Operated	Solved
Collaborated	Examined	Ordered	Sponsored
Collected	Expedited	Organized	Streamlined
Communicated	Explained	Originated	Studied
Compared	Facilitated	Oversaw	Summarized
Compiled	Fashioned	Participated	Supervised
Completed	Formulated	Performed	Supported
Computed	Generated	Persuaded	Surveyed
Conducted	Guided	Planned	Taught
Constructed	Handled	Presented	Tested
Consulted	Identified	Processed	Trained
Contributed	Implemented	Produced	Translated
Controlled	Improved	Programmed	Treated
Coordinated	Increased	Promoted	Troubleshot
Counseled	Influenced	Proposed	Tutored
Corrected	Informed	Provided	Updated
Corresponded	Initiated	Published	Wrote

Job Title: _____

Company/Institution/Organization: _____

_____

Street Address: _____

City: _____ State: _____ Zipcode: _____

Contact Number(s): _____

Immediate Supervisor/Existing Contact: _____

Dates of Employment: _____

Duties: _____

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Accomplishments: _____

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_____

Job Title: _____

Company/Institution/Organization: _____

_____

Street Address: _____

City: _____ State: _____ Zipcode: _____

Contact Number(s): _____

Immediate Supervisor/Existing Contact: _____

Dates of Employment: _____

Duties: _____

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Accomplishments: _____

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Job Title: _____

Company/Institution/Organization: _____

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Street Address: _____

City: _____ State: _____ Zipcode: _____

Contact Number(s): _____

Immediate Supervisor/Existing Contact: _____

Dates of Employment: _____

Duties: _____

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Accomplishments: _____

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Job Title: _____

Company/Institution/Organization: _____

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Street Address: _____

City: _____ State: _____ Zipcode: _____

Contact Number(s): _____

Immediate Supervisor/Existing Contact: _____

Dates of Employment: _____

Duties: _____

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Accomplishments: _____

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Job Title: _____

Company/Institution/Organization: _____

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Street Address: _____

City: _____ State: _____ Zipcode: _____

Contact Number(s): _____

Immediate Supervisor/Existing Contact: _____

Dates of Employment: _____

Duties: _____

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Accomplishments: _____

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Job Title: _____

Company/Institution/Organization: _____

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Street Address: _____

City: _____ State: _____ Zipcode: _____

Contact Number(s): _____

Immediate Supervisor/Existing Contact: _____

Dates of Employment: _____

Duties: _____

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Accomplishments: _____

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Job Title: _____

Company/Institution/Organization: _____

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Street Address: _____

City: _____ State: _____ Zipcode: _____

Contact Number(s): _____

Immediate Supervisor/Existing Contact: _____

Dates of Employment: _____

Duties: _____

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Accomplishments: _____

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Job Title: _____

Company/Institution/Organization: _____

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Street Address: _____

City: _____ State: _____ Zipcode: _____

Contact Number(s): _____

Immediate Supervisor/Existing Contact: _____

Dates of Employment: _____

Duties: _____

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Accomplishments: _____

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_____

SKILL INVENTORY:

1. **This inventory will ask you to identify any marketable skill that you possess. Usually, these can be categorized as "HARD" or "SOFT" skills.**
2. **A "HARD SKILL" includes any ability that you have gained through training or experience. Examples include: operation of construction equipment and tools, painting, landscaping, foreign languages, writing, editing, accounting, budgeting, typing, computer operation, familiarity with specific computer software and hardware, etc.**
3. **A "SOFT SKILL" includes personal attributes that enhance your ability to interact professionally with other people. Examples include: responsibility, punctuality, self-esteem, self-control, conflict resolution, ease of conversation, ability to work with others, patience, open-mindedness, integrity, etc.**

COMMUNICATION SKILLS	WORK HABITS
☐ Expresses Ideas Clearly	☐ Makes Wise Decision
☐ Listens for Understanding	☐ Life Long Learner
☐ Receptive to Feedback	☐ Takes Initiative
☐ Long Attention Span	☐ Motivated
☐ Sensitive to Feelings	☐ Accountable
☐ Honors Different Styles	☐ Organizes Time
☐ Reads Nonverbal Clues	☐ Organizes Tasks
☐ Engaging	☐ Juggles Priorities Well
☐ Positive Self-Talk	☐ Energized
☐ Prevents Breakdowns	☐ Empowered
☐ Imaginative	☐ Takes Pride in Work
☐ Speaking	☐ Strategic Planner
☐ Writing	☐ Ambitious
☐ Persuading	☐ Dedicated
☐ Curiosity	☐ Punctual
☐ Articulating	☐ Professional
☐ Defining	☐ Productive
☐ Editing & condensing	
☐ Translating	
ETHICS & INTEGRITY	**MENTAL & EMOTIONAL FIT**
☐ Follows a Code of Ethics/High Standards	☐ Flexible & Adaptable
☐ Maintains Credibility	☐ Strength of Character
☐ Trustworthy	☐ Endurance & Perseverance
☐ Accountability	☐ Balances Logic & Emotions
☐ Respectful	☐ Sharp Reflexes
☐ Responsible	☐ Resilient
☐ Set & Honors Boundaries	☐ Learns from Experience
☐ Committed	☐ Fearlessness
☐ Courageous	☐ Manages Emotions
☐ Mature	☐ Conscientious
☐ Discreet/Confidential	☐ Discerning
☐ Exercises Good Judgment	☐ Manages Stress

CHANGE MANAGEMENT	CREATIVITY & VISIONARY
☐ Welcomes Challenges	☐ Curious
☐ Spirit of Adventure	☐ Imaginative
☐ Manages Conflict & Crisis	☐ Spontaneous
☐ Overcomes Barriers	☐ Generates/Develops Original Ideas
☐ Handles Complexity	☐ Original thinking
☐ Solves Problems	☐ Dreamer
☐ Realistic	☐ Intuitive
☐ Showing foresight	☐ Innovative
☐ Experimental	☐ Passionate
INTERPERSONAL SKILLS	**LEADERSHIP SKILLS**
☐ Relating well with people	☐ Encouraging
☐ Effective listener	☐ Asks for Help & Mentors
☐ Sympathetic	☐ Inspires & Brings Out the Best
☐ Sensitive to others	☐ Utilizes Diverse Talents
☐ Responsive	☐ Assertive & Persuasive
☐ Helping others	☐ Sustains Team Spirit
☐ Accepting	☐ Competitive & Cooperative
☐ Team player	☐ Builds Alliances
☐ Likable, Warm & Friendly	☐ Passionate
☐ Welcoming & Inclusive	☐ Visionary
☐ Compassionate	☐ Motivating others
☐ Caring, Kind & Generous	☐ Self-starting
☐ Appreciative	☐ Working without supervision
☐ Supportive	☐ Trying new things
☐ Forgiving	☐ Acting quickly in emergencies
☐ Understanding & Empathetic	☐ Running effective meetings
☐ Builds Quality Relationships	☐ Identifying and solving problems
☐ Positive Attitude & Outlook	☐ Adapting to new situations
☐ Sense of Humor	☐ Accepting responsibility
☐ Wide Range of Interests	☐ Making decisions
	☐ Team building
SELF DEVELOPMENT SKILLS	**LEARNING SKILLS**
☐ Self-Reliant & Dependable	☐ Analyzing
☐ Reflective & Insightful	☐ Noticing
☐ Self-Esteem	☐ Active listener
☐ Sense of Self & Purpose	☐ Synthesizing
☐ Aware of Weaknesses	☐ Good memory
☐ Resourceful	☐ Reading
☐ Mature & Genuine	☐ Computing
☐ Invests in Personal Growth	☐ Questioning
☐ Guided by Moral Principles	☐ Evaluating
☐ Making a Difference	

Detail & Completion ☐ Meeting deadlines ☐ Persevering ☐ Organizing ☐ Completing ☐ Implementing ☐ Following complex instructions ☐ Functioning despite stress ☐ Record keeping	**Numbers** ☐ Counting and computing ☐ Using statistics ☐ Good money manager ☐ Accurate ☐ Accounting & bookkeeping ☐ Creating and using budgets ☐ Estimating ☐ Appraising
Analysis and Research ☐ Gathering information ☐ Synthesizing ☐ Analyzing ☐ Categorizing ☐ Evaluating ☐ Making decisions ☐ Experimenting ☐ Drawing conclusions ☐ Examining ☐ Using computers	**Artistic** ☐ Aesthetic awareness ☐ Creativity ☐ Expressive ☐ Good spatial sense ☐ Imaginative ☐ Making things ☐ Appreciating & creating beauty ☐ Visualizing abstract ideas ☐ Performing ☐ Designing web pages
Teaching & Counseling ☐ Explaining ☐ Advising ☐ Inspiring ☐ Listening ☐ Demonstrating ☐ Training ☐ Instructing ☐ Encouraging ☐ Leading groups	**Administrative** ☐ Evaluating ☐ Setting & attaining goals ☐ Delegating ☐ Motivating others ☐ Setting priorities ☐ Planning ☐ Follow-through ☐ Team-building ☐ Managing
Motivational ☐ Motivating individuals & groups ☐ Raising funds ☐ Persuading ☐ Team-building ☐ Selling (things and ideas) ☐ Settling disputes ☐ Encouraging ☐ Promoting	**Hands-On** ☐ Installing ☐ Using tools ☐ Constructing ☐ Manufacturing ☐ Preparing ☐ Handling ☐ Designing ☐ Producing ☐ Cooking ☐ Gardening

Physical	Presenting
☐ Strength	☐ Public speaking
☐ Endurance	☐ Performing
☐ Coordination	☐ Making presentations
☐ Quickness & agility	☐ Appearing before a group
☐ Love of outdoor activities	☐ Helping others enjoy themselves
☐ Athletic	☐ Contagious enthusiasm

Now Try This!

Once you've marked the skills you've used or could use, choose another symbol to identify the ones you'd like to acquire in the future. Then cross out all those you'd rather not use (again). Now look over your choices and their skill categories. **Any patterns?** Which three or four do you want to develop next? Of those you already have, which do you most want to use in your next experience? The combination of the new skills you'd like to develop and the old ones you'd most like to use again represents your "ideal" next job description!