

# Resume Worksheet

This worksheet is for you to gather the information needed to build your resume

## Contact Information

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

Address/Box #: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

Phone # with area code: \_\_\_\_\_

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

## Skills & Qualifications:

List of accomplishments and skills that you know how to do (pertaining to the job you are applying for)

Examples:

- 15 years experience as a heavy equipment operator
- Knowledge of computers/programs such as....
- Supervisor for 10 staff
- Proposal writing
- Excellent verbal and written communication

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## Work History

***Start with your most recent employer***

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

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

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

Dates: (from:to:) \_\_\_\_\_

Job Duties & Accomplishments:

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

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

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

Dates: (from:to:): \_\_\_\_\_

Job Duties & Accomplishments:

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

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

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

Dates: (from:to:): \_\_\_\_\_

Job Duties & Accomplishments:

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**List as many as you require in order to show the potential employer that you have experience in the field you are applying to.**

## Education and Certification:

- List your education starting from the most recent (Do not state your education if you have not completed Grade 12 – unless you are a student)
- List any certification that you may have achieved along with the school and the year of completion

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## References

- It is important to list at least 3 work references. (Students may use teachers/family friends. Etc.). More employers are asking for them. Ensure that you have their permission to use as a reference.
- List their full name, job title, company and phone number

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