SKILLS-BASED RESUME WORKSHEET

NAME AND CONTACT INFORMATION

Name _____

Home Address _____

City, State, and Zip Code _____

Phone Number with Description (home, cell, etc) _____

Alternate Phone with Description (home, cell, etc) _____

Email Address _____

Any Other Appropriate Means of Contact _____

JOB OBJECTIVE

_____
_____
_____
_____
_____

SKILLS (not just personal traits)

If you want to include more skills than 6, you can. Whether or not you decide to include skill descriptions is up to you.

Skill 1 (with short description) _____
_____
_____

Skill 2 (with short description) _____
_____
_____

Skill 3 (with short description) _____
_____
_____

Skill 4 (with short description) _____
_____
_____

Skill 5 (with short description) _____

_____

_____

Skill 6 (with short description) _____

_____

_____

EDUCATION AND TRAINING

When putting a high school, skip the Degree/Diploma Name line. It is unnecessary.

Remember to use the school's full name.

Put more diplomas/degrees if you have others, especially if they apply to the position.

MOST RELEVANT EDUCATION OR TRAINING

Degree/Diploma Name _____

Institution Name _____

Years Attended _____

SECOND MOST RELEVANT EDUCATION OR TRAINING

Degree/Diploma Name _____

Institution Name _____

Years Attended _____

THIRD MOST RELEVANT EDUCATION OR TRAINING

Degree/Diploma Name _____

Institution Name _____

Years Attended _____

WORK EXPERIENCE

MOST RELEVANT POSITION

Job Title(s) _____

Business Name _____

Location (only if applying in a different city/state) _____

Dates Employed _____

Job Description, Skills (including equipment and software used), _____

_____

_____

_____

_____

SECOND MOST RELEVANT POSITION

Job Title(s) _____

Business Name _____

Location (only if applying in a different city/state) _____

Dates Employed _____

Job Description, Skills (including equipment and software used) _____

_____

_____

_____

_____

THIRD MOST RELEVANT POSITION

Job Title(s) _____

Business Name _____

Location (only if applying in a different city/state) _____

Dates Employed _____

Job Description, Skills (including equipment and software used), _____

_____

_____

_____

_____

ANY OTHER WORK EXPERIENCE

If you fill this out, place this information with work experience under the category "Other."

Brief description of any related work experience (with or without job title[s]) _____

_____

_____

_____

_____

_____

_____

VOLUNTEER EXPERIENCE

Put more volunteer experience if you have others that apply to the position.

Relevant Volunteer Title/Position 1 (if possible) _____

Location of / Event / Organization offering Volunteer Work _____

_____

Dates (optional) _____

Brief Description (optional) _____

Relevant Volunteer Title/Position 2 (if possible) _____
Location of / Event / Organization offering Volunteer Work _____
_____
Dates (optional) _____
Brief Description (optional) _____

PROFESSIONAL ORGANIZATIONS
Put more professional organizations if you have others that apply to the position.
FIRST RELEVANT ORGANIZATION
Organization Name _____
Member Title (if possible) _____
Dates Active _____

SECOND RELEVANT ORGANIZATION
Organization Name _____
Member Title (if possible) _____
Dates Active _____

CERTIFICATIONS
Put more certifications if you have others that apply to the position.
MOST RELEVANT CERTIFICATION
Certification Title _____
Institution Name _____
Date Received _____

SECOND MOST RELEVANT CERTIFICATION
Certification Title _____
Institution Name _____
Date Received _____

ACCOMPLISHMENT/AWARDS (Professional, Academic, Etc.)
Put more accomplishments/awards if you have others that apply to the position.
Relevant Accomplishment 1 (including organization awarded from, any applicable statistics, brief detail) _____
Relevant Accomplishment 2 (including organization awarded from, any applicable statistics, brief detail) _____

Relevant Accomplishment 3 (including organization awarded from, any applicable statistics, brief detail) _____

OTHER (only if needed)

_____
_____
_____
_____
_____

REFERENCES

REFERENCE 1

Reference's Name _____

Reference's Job Title (optional) _____

Reference's Contact _____

REFERENCE 2

Reference's Name _____

Reference's Job Title (optional) _____

Reference's Contact _____