



WORKSHEET

CONTACT INFORMATION

Name: _____

Address: _____

City / State / Zip: _____

Phone: _____ Type: _____

Email Address: _____

CAREER OBJECTIVE & TARGET POSITION

EDUCATION

HIGH SCHOOL

Did you receive a high school diploma? Yes ☐ No ☐

High School Name: _____

City / State: _____

What year did you graduate? _____

Did you obtain a (GED/HiSET) High School Equivalency Diploma? Yes ☐ No ☐

From which organization did you receive your HS Equivalency Diploma?

Organization Name: _____

City / State: _____

Month and Year you received your HS Equivalency Diploma: _____

COLLEGE/UNIVERSITY

#1. School Name: _____

City / State: _____

Degree Obtained or Years Attended: _____

What year did you graduate? _____

#2. School Name: _____

City / State: _____

Degree Obtained or Years Attended: _____

What year did you graduate? _____

#3. School Name: _____

City / State: _____

Degree Obtained or Years Attended: _____

What year did you graduate? _____

EMPLOYMENT EXPERIENCE

(Most recent job first)

1. Employer Name: _____

City / State: _____

Start Month: _____ Start Year: _____

End Month: _____ End Year: _____

Description of job duties: _____

For FEDERAL Resume include:

Address of Employer including City, State and Zip:

Supervisor's Name and Title: _____

Supervior's Phone: _____

Grade Schedule: _____

Hours worked weekly: _____

Rate of Pay: _____

2. Employer Name: _____

City / State: _____

Start Month: _____ Start Year: _____

End Month: _____ End Year: _____

Description of job duties: _____

For FEDERAL Resume include:

Address of Employer including City, State and Zip:

Supervisor's Name and Title: _____

Supervior's Phone: _____

Grade Schedule: _____

Hours worked weekly: _____

Rate of Pay: _____

3. Employer Name: _____

City / State: _____

Start Month: _____ Start Year: _____

End Month: _____ End Year: _____

Description of job duties: _____

For FEDERAL Resume include:

Address of Employer including City, State and Zip:

Supervisor's Name and Title: _____
Supervior's Phone: _____
Grade Schedule: _____
Hours worked weekly: _____
Rate of Pay: _____

4. Employer Name: _____
City / State: _____
Start Month: _____ **Start Year:** _____
End Month: _____ **End Year:** _____
Description of job duties: _____

For FEDERAL Resume include:

Address of Employer including City, State and Zip:

Supervisor's Name and Title: _____
Supervior's Phone: _____
Grade Schedule: _____
Hours worked weekly: _____
Rate of Pay: _____

5. Employer Name: _____
City / State: _____
Start Month: _____ **Start Year:** _____
End Month: _____ **End Year:** _____
Description of job duties: _____

For FEDERAL Resume include:

Address of Employer including City, State and Zip:

Supervisor's Name and Title: _____

Supervior's Phone: _____

Grade Schedule: _____

Hours worked weekly: _____

Rate of Pay: _____

If additional employment is required, please use the "Additional Info" page at the end of the worksheet.

SKILLS AND COMPETENCIES

RELEVANT CONTRIBUTIONS, AWARDS AND ACHIEVEMENTS

ADDITIONAL INFORMATION

(Add any additional relevant info)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.
