**RESUME & CAREER PLANNING WORKSHEET**

First name: Last Name:

Address:

Phone: Circle one: Home Mobile Work

Phone: Circle one: Home Mobile Work

Phone: Circle one: Home Mobile Work

(MAKE SURE YOUR VOICEMAIL IS SETUP AND YOU CHECK IT DAILY ONCE THE JOB SEARCH IS UNDERWAY)

Email:

(YOU WILL NEED TO CHECK YOUR EMAIL DAILY ONCE THE JOB SEARCH IS UNDERWAY)

How do you prefer to be contacted: Phone Text email All

When completed rename this file using your first and last name.

For example: johndoe resume worksheet

Send the worksheet to [trishreonas.steptowork@gmail.com](mailto:trishreonas.steptowork@gmail.com)

If you have a resume, please send it as well.

Thank you!

**Desired Jobs/Positions**

List the types of jobs you feel you are qualified for according to employment experiences, education, skills and abilities. Include jobs that meet both short- and long-term goals.

What is your dream career?

What knowledge, skills and abilities do you have that would help you succeed in this job or career?

What resources, services or supports do you need to reach your job goal?

Do you have any barriers to getting this job and if so, please list these:

Please answer these questions:

1. Do you want to work part-time or full-time?
2. Do you think you need education or training? If yes, what education or training do you think you need?
3. Do you need to relocate to a different community?
4. Do you need childcare services?
5. How will you get to work?

Let’s list the steps necessary for you to reach you long-term employment goal:



Notes:

**RESUME WORKSHEET**

Professional Summary

In sentence form, describe yourself and the assets you bring to the job. For instance:

**Goal driven leader with exemplary planning, organizational and communications skills.**

**Able to identify key issues and use problem solving, research and analytical skills to come to resolutions.**

Skills

List 8 skills that you bring to the job. For instance:

Strong Organizational Skills Resourceful

Typing: 60 WPM Problem Solver

MS Office Strong computer skills

Lift up to 60 pounds Strong communication skills

Education

List all education and training from high school through college. Do not abbreviate. Begin with your most recent.

School City

State Degree Graduation Date

Major Minor

School City

State Degree Graduation Date

Major Minor

School City

State Degree Graduation Date

Major Minor

Certifications/Licenses

Examples: CPR/First Aid, Teacher Certifications, Microsoft

Name of Certificate/License:

Date Rec’d/Expires:

Organization that granted:

Name of Certificate/License:

Date Rec’d/Expires:

Organization that granted:

Name of Certificate/License:

Date Rec’d/Expires:

Organization that granted:

Name of Certificate/License:

Date Rec’d/Expires:

Organization that granted:

Name of Certificate/License:

Date Rec’d/Expires:

Organization that granted:

Name of Certificate/License:

Date Rec’d/Expires:

Organization that granted:

Work Experience

List your experience, most recent first. Use action words to describe your skills; use measurements/percentages/numbers when possible. Remember that employers look for key words that match the job they’re trying to fill.

Position/Title:

Employer:

City/State:

Dates: From to

Rate of Pay: (hourly/monthly/yearly)

Job Duties:

Position/Title:

Employer:

City/State:

Dates: From to

Rate of Pay: (hourly/monthly/yearly)

Job Duties:

Position/Title:

Employer:

City/State:

Dates: From to

Rate of Pay: (hourly/monthly/yearly)

Job Duties:

Position/Title:

Employer:

City/State:

Dates: From to

Rate of Pay: (hourly/monthly/yearly)

Job Duties:

Position/Title:

Employer:

City/State:

Dates: From to

Rate of Pay: (hourly/monthly/yearly)

Job Duties:

Position/Title:

Employer:

City/State:

Dates: From to

Rate of Pay: (hourly/monthly/yearly)

Job Duties:

Honors or Awards

Include name of honor/award, date received and name of organization granting award.

Professional Associations

List name of organization and dates of membership.

Community Involvement

List volunteer work, memberships in community or campus organization(s).

References

List 3 individuals that can attest to your work ethic, academic performance, skills and/or abilities. These individuals cannot be related to you. Please contact them to make sure they know they may be contacted by potential employers.

Name:

Title:

Organization:

Address:

Phone:

Email:

Name:

Title:

Organization:

Address:

Phone:

Email:

Name:

Title:

Organization:

Address:

Phone:

Email: