

Resume Worksheet

Name: _____

Address: _____

Telephone: _____

Objective or Personal Profile: (Optional)

Skills:

Employment: (Most Recent Position First)

Start Date: _____ End Date: _____

Company Name: _____

Address: _____

Position/Title: _____

Job Duties:

Start Date: _____ End Date: _____

Company Name: _____

Address: _____

Position/Title: _____

Job Duties:

Start Date: _____ End Date: _____

Company Name: _____

Address: _____

Position/Title: _____

Job Duties:

Volunteer Work / Community Service / Internships:

- Key Club –Kiwanis
- Rotary –Rotarack
- Lions Club
- Hospital Volunteer

- Volunteer Firefighters
- JROTC
- Mentor – Big Brother or
Big Sister

- Compeer
- Other _____
- YMCA

- Boys and Girls Club
- Eastside YMCA
- United Way
- Other _____

Start Date: _____ End Date: _____

Company Name: _____

Address: _____

Position/Title: _____

Job Duties:

Start Date: _____ End Date: _____

Company Name: _____

Address: _____

Position/Title: _____

Job Duties:

Honors and Awards:

- Academic Award
- Honor Roll
- National Honor Society
- Who's Who Recognition
- Sports Award
- Dance Award
- Music
- Contest Awards
- Photography Contest
- Extracurricular Activities
- Community Award
- Volunteer Award
- 4-H Club
- JROTC Cadet of the Month
- Drill Team

Include year and organization, location for each:

Training / Workshops / Seminars / Certifications:

- CPR
- First Aid
- Babysitting
- Forklift
- Security Guard
- CNA
- PCA
- Trade _____
- Other _____

Include year and organization, location for each:

Activities: (Interests, Hobbies, Clubs, Other)

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Summer Youth Work Experience | <input type="checkbox"/> Author's Club | <input type="checkbox"/> Skiing |
| <input type="checkbox"/> Upward Bound | <input type="checkbox"/> Book Club | <input type="checkbox"/> Track/Field |
| <input type="checkbox"/> Future Business Leaders of America | <input type="checkbox"/> Bowling Club | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> National Honors | <input type="checkbox"/> Theater | <input type="checkbox"/> Bowling |
| <input type="checkbox"/> Political Organization | <input type="checkbox"/> Band | <input type="checkbox"/> Drill Team |
| <input type="checkbox"/> Youth Group | <input type="checkbox"/> Orchestra | <input type="checkbox"/> 4-H Member |
| <input type="checkbox"/> Student Government | <input type="checkbox"/> Choir | <input type="checkbox"/> Boy Scout's |
| <input type="checkbox"/> Class President | <input type="checkbox"/> Art Exhibition | <input type="checkbox"/> Girl Scout's |
| <input type="checkbox"/> School Newspaper | <input type="checkbox"/> Painting | <input type="checkbox"/> SADD |
| <input type="checkbox"/> Yearbook Committee | <input type="checkbox"/> Drawing | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Debate Team | <input type="checkbox"/> Photography | <input type="checkbox"/> Camping |
| <input type="checkbox"/> Science Club | <input type="checkbox"/> Basketball | <input type="checkbox"/> Fishing |
| <input type="checkbox"/> Computer Club | <input type="checkbox"/> Soccer | <input type="checkbox"/> Boating |
| <input type="checkbox"/> Chess Club | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Football | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> French | <input type="checkbox"/> Hockey | <input type="checkbox"/> Cabinetry |
| <input type="checkbox"/> Ski Club | <input type="checkbox"/> Baseball/Softball | <input type="checkbox"/> Beekeeping |
| | <input type="checkbox"/> Swimming | Other: _____ |
| | <input type="checkbox"/> Cross Country | |

Include year and organization, location for each. Indicate if you held a post (President, Vice-President, Secretary, Treasurer, Captain, etc):

Goals: (Indicate your plans for after graduation from high school, your career / other goals and if you plan to attend college - and if so, what program)

Education:

Name of **LAST** School attended: _____

City & State: _____

Degree or Major: _____

Date of Graduation or Dates of Attendance: _____

Overall GPA _____ SAT Verbal ____ Math _____

Name of Other School attended: _____

City & State: _____

Degree or Major: _____

Date of Graduation or Dates of Attendance: _____

Overall GPA _____ SAT Verbal ____ Math _____

Areas of Special Study:

- | | | |
|---|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Advanced Placement | <input type="checkbox"/> Business | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Calculus | <input type="checkbox"/> Computer | _____ |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Psychology | _____ |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Sociology | _____ |

BOCES Vocational / Technical Training:

- | | | |
|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Automotive
Technology | <input type="checkbox"/> Construction | <input type="checkbox"/> Culinary |
| <input type="checkbox"/> Welding | <input type="checkbox"/> Cosmetology | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Nursing | |

Professional References:

Name: _____

Title: _____

Company: _____

Telephone Number (Home) _____

Name: _____

Title: _____

Company: _____

Telephone Number (Home) _____

Name: _____

Title: _____

Company: _____

Telephone Number (Home) _____

Personal References:

Name: _____

Address: _____

Telephone Number (Home) _____

Name: _____

Address: _____

Telephone Number (Home) _____

Name: _____

Address: _____

Telephone Number (Home) _____