

# Resume Worksheet

Complete the following. Then use the information you provided below to plugin to a resume template of your choice.

## Header Section

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

Address: \_\_\_\_\_

Contact Information: \_\_\_\_\_

## Education Section

College: \_\_\_\_\_

Major: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_ GPA: \_\_\_\_\_

## Experience Section

Company: \_\_\_\_\_

Position: \_\_\_\_\_ Dates Worked: \_\_\_\_\_

What did you do there? (List 3-4 single action verbs):

\_\_\_\_\_  
\_\_\_\_\_

## Community Service Section

Organization: \_\_\_\_\_ Dates(s): \_\_\_\_\_

What did you do there? (List 1-2 single action verbs):

\_\_\_\_\_  
\_\_\_\_\_