

# Resume Worksheet

## Personal Information

Name \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

## Work Experience

Position \_\_\_\_\_  
Employer \_\_\_\_\_  
Years (i.e., 1980-1990) \_\_\_\_\_  
Duties \*  
\*  
\*  
\*  
\*  
\*

Position \_\_\_\_\_  
Employer \_\_\_\_\_  
Years (i.e., 1980-1990) \_\_\_\_\_  
Duties \*  
\*  
\*  
\*  
\*  
\*

Position \_\_\_\_\_  
Employer \_\_\_\_\_  
Years (i.e., 1980-1990) \_\_\_\_\_  
Duties \*  
\*  
\*  
\*  
\*  
\*

Position \_\_\_\_\_  
Employer \_\_\_\_\_  
Years (i.e., 1980-1990) \_\_\_\_\_  
Duties \*  
\*  
\*  
\*  
\*  
\*

Position \_\_\_\_\_  
Employer \_\_\_\_\_  
Years (i.e., 1980-1990) \_\_\_\_\_  
Duties \*  
\*  
\*  
\*  
\*  
\*

**Volunteer Experience**

Position \_\_\_\_\_  
Employer \_\_\_\_\_  
Years (i.e., 1980-1990) \_\_\_\_\_  
Duties \*  
\*  
\*  
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\*  
\*

Position \_\_\_\_\_  
Employer \_\_\_\_\_  
Years (i.e., 1980-1990) \_\_\_\_\_  
Duties \*  
\*  
\*  
\*  
\*  
\*

**Education**

Program \_\_\_\_\_  
School \_\_\_\_\_  
Certificate \_\_\_\_\_  
Date Completed \_\_\_\_\_

Program \_\_\_\_\_  
School \_\_\_\_\_  
Certificate \_\_\_\_\_  
Date Completed \_\_\_\_\_

Safety Tickets \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other training \_\_\_\_\_  
\_\_\_\_\_

**Skills/Qualifications**

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

## Summary of Qualifications

The summary of qualifications is your marketing pitch, which allows you to boast about your talents. It should correspond with your objective, and it should include specific achievements, certifications, licenses, computer skills, or other job-related skills. It is important that you list only the skills and achievements that will help you with the position that you are seeking.

### Summary of Qualifications Samples

- Over years of experience in management and supervision.
- Highly effective in promoting a positive, productive environment.
- Reputation for excellence and high-quality service to clients.
- Good eye for detail; well organized, skilled in setting priorities.
- Resourceful and self-confident; can get the job done and do it well.
- Strong interpersonal and communication skills.
- Remain calm and work well under demanding conditions.
- Proven record of innovative and effective staff development.
- Strong commitment, vision and leadership.
- Developed innovative programs for major, incorporating trends on the leading edge of field.
- Effective problem solver; thorough researcher.
- Well organized and focused on coordinating projects.
- Strong analytical, writing and research skills.
- Conscientious and thorough with detail.
- Equally effective working independently and in cooperation with others.
- Effective working alone and as a cooperative team leader.
- Keen perception for extracting important data.
- Innovative in designing and carrying out projects.
- Highly motivated to achieve set goals.
- Successful in mastering new skills through hands-on experience.
- Graduate degree with emphasis in \_\_\_\_\_
- Effective and persuasive with all segments of the community.
- Skilled and thorough in analyzing problem situations and finding creative solutions.
- Sharp, quick learner; willing to get involved.
- Strength in analyzing, researching, organizing, and problem solving.
- Excellent organizational and communication skills.
- Fluent in and \_\_\_\_\_
- Computer literate in MS Word, Excel, Access and Power Point.
- Able to check information for accuracy
- Enjoy helping and caring for others

- Safely use tools to build, fix or maintain \_\_\_\_\_
- Eager to try new things and a quick learner
- Work well within groups and independently
- Provide customers with prompt service
- Greet customers in a friendly and welcoming manner
- Safely and efficiently operate food service equipment such as grills and coffee machines
- Request additional information or ask questions when necessary to complete tasks or projects
- Manage time effectively to meet deadlines
- Able to follow instructions and directions to complete projects or assignments
- Confidently operate a computer and knowledgeable of the following programs \_\_\_\_\_
- Consistently complete projects on time or ahead of schedule
- Able to design posters, draw cartoons and illustrations
- Creatively express myself through music poetry or art
- Use computers to create presentations
- Perform competitively when necessary
- Effectively and efficiently plan and arrange meetings and social functions
- Able to help teach or explain things to others
- Successfully plan activities and put them into action
- Able to follow recipes to create meals and snacks
- Work well with others under sometimes busy or stressful situations
- Effectively operate a cash register, make change and balance the day's receipts
- Knowledgeable of health and safety regulations related to selling food to the public
- Effectively manage store inventory
- Communicate well with people of all ages
- Follow directions and stick with tasks until they are finished
- Work well with little or no supervision
- Eager to take courses or additional training to develop new skills
- Follow established workplace rules and guidelines
- Learn quickly and have a good memory for details
- Adapt well to changing requirements and information
- Thorough and pay close attention to details
- Demonstrated leadership ability
- Take responsibility for my actions and solution oriented
- Manage time well and can concentrate on multiple projects at once
- Understand many different points of view and have excellent problem-solving skills
- Methodical and have strong organizational skills
- Have a flair for design and fashion
- Task-oriented and focused on completing projects well
- Precise and analytical in dealing with problems
- Manage money well and make a monthly budget
- Successfully resolve conflicts and produce new solutions to problems