

RESUME WRITING INFORMATION SHEET

HEADING:

First Name	Middle Initial	Last Name
Street Address/Apartment No.	City, State	Zip Code
Area Code & Home Phone No.	Area Code & Cell Phone No.	
E-mail Address, If Applicable (Must be professional, must be one you check often)		

JOB OBJECTIVE:

Be specific. List the position for which you are applying. If you lack experience state that you are, "Seeking an entry-level position in _____ (name the position).

SKILLS & ABILITIES:

List the skills and abilities you have that are related to the job you are seeking and in which an employer would be interested. Stress accomplishments, results, achievements. Use numbers wherever possible to show amount, extent, or volume (e.g. 200 hours Microsoft Word Training).

EDUCATION:

Start with your high school educational experience, include any career technical education, followed by any education or training beyond high school (e.g. college, adult training, internship, apprenticeship program, etc.), if applicable.

Name of High School	Location - City & State
Month & Year of Graduation	List only the most important classes you've completed that are relevant to the job you're seeking
Tri Star Career Compact	
Name of Career Technical School	Location - City & State
Career Technical Program in which you are enrolled	Month & Year of Completion
Will you be completing one-year of the program? _____	Or two-years? _____
Are you attending college or other postsecondary classes? Yes _____	No _____
Name of College or Postsecondary School	Location - City & State
College major or area of study	List only the most important classes you've completed that are relevant to the job you're seeking

WORK HISTORY:

Always start with your current job or your most recent job first, followed by each job you had before that (reverse chronological order).

e.g. Sept. 09 to Present
Jan. 07 to Aug. 09

DON'T FORGET TO INCLUDE - part-time work, temporary work, summer work, co-op work, babysitting, any paid work experience.

1. _____
Company/Business Name Location - City & State

Date Began Work: Month _____ & Year _____ TO _____

Date Ended Work: Month _____ & Year _____ (If still employed there, write "Present")

Name the position you held at this job: _____

Did you supervise anyone at this job? Yes _____ No _____

If yes, how many individuals did you supervise? _____

List your job duties at this employer: _____

WORK HISTORY:

(Continued)

2. _____
Company/Business Name Location - City & State

Date Began Work: Month _____ & Year _____ TO _____

Date Ended Work: Month _____ & Year _____ (If still employed there, write "Present")

Name the position you held at this job: _____

Did you supervise anyone at this job? Yes _____ No _____

If yes, how many individuals did you supervise? _____

List your job duties at this employer: _____

WORK HISTORY:

(Continued)

If you have more than three work experiences that you would like to include, please continue on the back side of the next page. Be sure to include all the same information for each employer.

3. _____
Company/Business Name Location - City & State

Date Began Work: Month _____ & Year _____ TO _____

Date Ended Work: Month _____ & Year _____ (If still employed there, write "Present")

Name the position you held at this job: _____

Did you supervise anyone at this job? Yes _____ No _____

If yes, how many individuals did you supervise? _____

List your job duties at this employer: _____

VOLUNTEER EXPERIENCE:

List any unpaid work experience just like a paid work experience. If you have more than one to list, include it on the back side of this page.

Name of Charity or Organization

Location - City & State

Was this experience a one time or one day experience? YES _____ NO _____

If more than once please give:

Date Began Experience: Month _____ & Year _____ TO

Date Ended Experience: Month _____ & Year _____ (If still volunteering, write "Present")

Name the position you held: _____

What did you do during this experience? List duties & responsibilities: _____

EXTRACURRICULAR ACTIVITIES & CLUBS:

List any activities that show responsibility and include number of years of participation.

HONORS & AWARDS:

INTERESTS:

REFERENCES:

List at least three job related references. Use personal references only after you have exhausted your job related references.

Use individuals, who know you well enough to speak positively of your ability to work, such as job supervisor, adult co-worker, Tri Star teacher or other teacher, club advisor, coach, etc. DO NOT USE RELATIVES OR HIGH SCHOOL STUDENTS.

You must include a phone number so they can be easily reached.

Be sure to ask permission from each individual to use them as a reference.

References may be included on a resume if there is sufficient room. If there is not, a separate sheet listing references will be included with the resume.

1. _____
Full Name

Current Job Title

Complete Street Address

City, State, Zip

Area Code & Home Phone No.

Area Code & Cell Phone No.

2. _____
Full Name

Current Job Title

Complete Street Address

City, State, Zip

Area Code & Home Phone No.

Area Code & Cell Phone No.

3. _____
Full Name

Current Job Title

Complete Street Address

City, State, Zip

Area Code & Home Phone No.

Area Code & Cell Phone No.