RESUME WORKSHEET

۲

- Step 1: The first step is to select the information you want to use in your resume. Each person has a wide variety of experiences, even those persons who have never worked for wages. Think about your work experience, both paid and unpaid. For more information, read <u>Thoughts on Resumes</u> (DETJ-4658-P).
- Step 2: Review the sample resumes provided in the workbook.
- **Step 3:** Fill out this worksheet with your information.

Name
Address
City/State/Zip
Telephone
Employment Objective: (optional)
WORK EXPERIENCE: List in order of employment preferences, NOT in order of employment history
1. Job Title:
Job Duties:
10//boro.
Where: When:
2. Job Title:
Job Duties:
Where:
When:

A proud partner of the AmericanJobCenter network

۲

۲

3.	Job Title:			
	Job Duties:			
	Where:			
	When:			
4	Job Title:			
	Job Duties:			
	Where:			
	When:			
5.	Job Title:			
	Job Duties:			
	Where:			
	When:			

OTHER WORK EXPERIENCE: List job titles/positions you want to show but do not want to go into detail about, i.e., short term jobs, part-time jobs, etc. MILITARY EXPERIENCE: (optional and if not used elsewhere on this resume) Job Title: Job Duties: Branch of Military: Where: When: SPECIAL ACHIEVEMENTS: (optional) i.e., Chauffeur's License, awards, etc. SPECIAL SKILLS: (optional) i.e., enjoy working with people, etc. HOBBIES: (optional) **EDUCATION:** Technical School and/or College: Where: When: Degree/Certificate or courses taken: High School: Where: When: Diploma? or courses taken:

۲

۲

۲

REFERENCES: Employers frequently check with persons who know you and who can attest to your character or work competence. List three persons who have direct knowledge of you and who will be able to comment about you in a positive manner. Be sure to have the permission of the persons you list as references.

۲

	If this person is the representative of an organization or company, what is:
1. Name	Title:
Address	Name of Organization:
City/State/Zip Code	
Telephone ()	
2. Name	Title:
Address	Name of Organization:
City/State/Zip Code	
Telephone ()	
3. Name	Title:
Address	Name of Organization:
City/State/Zip Code	
Telephone	

You are now ready to begin drafting a resume, as all the information you will need is on the preceding charts. A good way to begin is by deciding which of your experiences or educational achievements best qualifies you for the type of job you want. This would be the first point on your resume, immediately following your name and address. It is not always necessary to show all of your employment skills on a resume, especially if some of them are not related to the job you are seeking.

Follow the examples of resumes as shown in the publications. Staff in the Wisconsin Job Center are also available to assist you.

Your Wisconsin Job Center features additional publications to guide you with your resumes and applications. These publications are available at your nearest Wisconsin Job Center (call toll-free 888/258-9966), or may be viewed on-line at http://www.wisconsinjobcenter.org/publications.

Personal Data Record	(DETJ-4937)
Thoughts on Resumes	(DETJ-4658-P)
The Right Words to Use in Your Job Search	(DETJ-9463-P)

Transferable Skills	(DETJ-8961-P)
Self-management Skills	
Employment Skills	(DETJ-9446-P)





Department of Workforce Development

The Department of Workforce Development (DWD) is an equal opportunity employer and service provider. DWD does not discriminate on the basis of disability in the provision of services or employment. If you need this printed material interpreted, translated, in a different form, or if you need assistance in using this service, please contact us at 888-258-9966. Deaf, hard of hearing or speech impaired callers may reach us through (866-275-1165) or contact us through the Wisconsin Relay Service number, 711.

۲

۲