

Resume Building – Handout 1

Address: _____ Phone: _____

City, State, Zip: _____ Email: _____

Name: _____

Education: Years: _____ School: _____

Work Experience: Years: _____ Company: _____

Job Title: _____ (or description of position)

(Any recognitions or achievements on the job such as “employee of the month” may be included here)

Years: _____ Company: _____

Job Title: _____ (or description of position)

(Any recognitions or achievements on the job such as “employee of the month” may be included here)

Volunteer Experience: Years: _____ Organization: _____

Describe what you did: _____

Years: _____ Organization: _____

Describe what you did: _____

Awards Received: _____

Extracurricular Activities (sports, clubs, offices held): _____

Community Activities: _____

Interests and Hobbies: _____

References: *(You should ask an individual if you may list them as a reference)*

Name: _____

Title or relationship: _____

Address: _____

Phone number: _____

Name: _____

Title or relationship: _____

Address: _____

Phone number: _____

Name: _____

Title or relationship: _____

Address: _____

Phone number: _____