

Resume Info Worksheet

Name: _____ E-mail: _____

Street Address/City/Zip: _____

Phone #(s): _____

Please complete ALL sections with as much information as possible!

Job Search Information

List the type of jobs you're looking for or the industries in which you'd like to work.

Do you want to work full-time, part-time, or either? Circle one.

Full-time Part-Time Either

Job search radius. What distance are you willing to travel (round-trip) for employment? Circle one.

0-15 Miles 16-30 Miles 31-50 Miles 50+ miles

What wage range per hour are you realistically looking to make? Circle one.

\$8.25 - \$9.00 \$9.01 - \$10.00 \$10.01 - \$12.00 \$12.01 - \$15.00 \$15.01+

What makes you, you? What are you good at? List at least 5 of your greatest strengths.

Certificates, Training, Military, Special Skills

List any certificates or training that you have received AND year received. Also include any military service with dates. (C.P.R., C.N.A., Welding, Heating & Air, Medical Billing/Coding, etc.)

List any special skills. (Specific computer programs and/or machines operated, such as QuickBooks, Forklift, etc.)

Please complete Employment AND Volunteer information as accurate as possible beginning with your most current employment. Also, if you have a resume, please return with this sheet.

Previous Experience (Paid or Volunteer)

Employer: _____ City: _____ State: _____

Start Date: _____ End Date: _____ Job Title: _____

Job Duties:

Employer: _____ City: _____ State: _____

Start Date: _____ End Date: _____ Job Title: _____

Job Duties:

Previous Experience continued on next page

Employer: _____ City: _____ State: _____

Start Date: _____ End Date: _____ Job Title: _____

Job Duties:

Employer: _____ City: _____ State: _____

Start Date: _____ End Date: _____ Job Title: _____

Job Duties:

Employer: _____ City: _____ State: _____

Start Date: _____ End Date: _____ Job Title: _____

Job Duties:

Please list any other works skills you have that are not mentioned when you added your job duties in any of the previous Employment and Volunteer information sections:

Educational History

Name of *High School*: _____

Year Graduated: _____ Circle One: Diploma GED Did Not Graduate

Name of *College*: _____

Years Attended: _____ Degree Received: _____

If no Degree attained, what did you pursue / list number of credit hours completed:

Name of *College*: _____

Year Attended: _____ Degree Received: _____

If no Degree attained, what did you pursue / list number of credit hours completed:

Name of *College*: _____

Year Attended: _____ Degree Received: _____

If no Degree attained, what did you pursue / list number of credit hours completed:

Job Content Skills – what have you done?

- | | | |
|--|---|---|
| <input type="checkbox"/> Adapting new procedure | <input type="checkbox"/> Encouraging others | <input type="checkbox"/> Negotiating, arbitrating conflicts |
| <input type="checkbox"/> Administering programs | <input type="checkbox"/> Evaluating programs | <input type="checkbox"/> Operating equipment |
| <input type="checkbox"/> Advising people | <input type="checkbox"/> Expressing ideas orally to individuals or groups | <input type="checkbox"/> Organizing files |
| <input type="checkbox"/> Analyzing data | <input type="checkbox"/> Finding/gathering information | <input type="checkbox"/> Organizing tasks |
| <input type="checkbox"/> Analyzing problems | <input type="checkbox"/> Handling complaints | <input type="checkbox"/> Performing numeric analysis |
| <input type="checkbox"/> Assembling apparatus | <input type="checkbox"/> Handling detail work | <input type="checkbox"/> Persuading others |
| <input type="checkbox"/> Becoming actively involved | <input type="checkbox"/> Imagining new solutions | <input type="checkbox"/> Picking out important information |
| <input type="checkbox"/> Being thorough | <input type="checkbox"/> Inspecting physical objects | <input type="checkbox"/> Planning agendas/meetings |
| <input type="checkbox"/> Budgeting expenses | <input type="checkbox"/> Interacting with people at various levels | <input type="checkbox"/> Planning organizational needs |
| <input type="checkbox"/> Calculating numerical data | <input type="checkbox"/> Interviewing prospective employees | <input type="checkbox"/> Preparing written communications |
| <input type="checkbox"/> Checking for accuracy | <input type="checkbox"/> Investigating problems | <input type="checkbox"/> Prioritizing work |
| <input type="checkbox"/> Coaching individuals | <input type="checkbox"/> Knowledge of concepts and principles | <input type="checkbox"/> Promoting events |
| <input type="checkbox"/> Collecting money | <input type="checkbox"/> Listening to others | <input type="checkbox"/> Proposing ideas |
| <input type="checkbox"/> Comparing results | <input type="checkbox"/> Locating missing information | <input type="checkbox"/> Providing customer service |
| <input type="checkbox"/> Compiling statistics | <input type="checkbox"/> Maintaining accurate records | <input type="checkbox"/> Public speaking |
| <input type="checkbox"/> Conducting meetings | <input type="checkbox"/> Maintaining emotional control under stress | <input type="checkbox"/> Reading volumes of materials |
| <input type="checkbox"/> Coordinating schedules/times | <input type="checkbox"/> Making decisions | <input type="checkbox"/> Recommending course of action |
| <input type="checkbox"/> Coping with deadlines | <input type="checkbox"/> Managing an organization | <input type="checkbox"/> Recommending ideas |
| <input type="checkbox"/> Delegating responsibility | <input type="checkbox"/> Managing people | <input type="checkbox"/> Rehabilitating people |
| <input type="checkbox"/> Determining/defining problems | <input type="checkbox"/> Mediating between people | <input type="checkbox"/> Relating to the public |
| <input type="checkbox"/> Developing plans for projects | <input type="checkbox"/> Meeting new people | <input type="checkbox"/> Running meetings |
| <input type="checkbox"/> Dispensing information | <input type="checkbox"/> Motivating others | <input type="checkbox"/> Screening telephone calls |
| <input type="checkbox"/> Drafting reports | | |
| <input type="checkbox"/> Editing work | | |

- Selling ideas/products
- Setting up demonstrations
- Setting work/committee goals