

Resume WORKSHEET

Complete the following. Then use this information to plug in to the resume template of your choice.

HEADER SECTION

Name

Address

Contact Info

EDUCATION SECTION

College

Major

Graduation Date

GPA

EXPERIENCE SECTION

Company

Position

Dates

What did you do there? (3-4 action verbs)

COMMUNITY SERVICE SECTION

Organization

Date(s)

What did you do there? (1-2 action verbs)