

Résumé Worksheet

Please complete the following worksheet as a starting place to build a strong, effective résumé

CONTACT INFORMATION

Your Name:

E-Mail:

Street Address, City, State, Zip:

Phone Number(s):

SUMMARY: (description of how your qualities/skills/experience would benefit the employer, usually 2-5 phrases)

SKILLS: (e.g. office, leadership, food service, care giving, customer service, technology, etc. etc. Add what you want to highlight for a potential employer to know about you; this could be combined with the summary content above)

EXPERIENCE: (list in chronological order with most recent position first; *paid and non-paid* “work” experiences)

Job Title(s)

Organization:

City/State:

Date(s):

Duties/Skills: (be specific/detailed, use action verb phrases, quantify when possible, include relevant accomplishments)

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EXPERIENCE continued....

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EDUCATION: (include current college, past degrees/diploma, specialized training, certifications, etc.)

School:

City/State:

Program/Degree:

Year(s):

School:

City/State:

Program/Degree

Year(s):

Trainings/Certifications/Licenses/GPA/Course Topics/Activities:

Additional relevant content/skills/experiences not described above:

Scholarship and Employment Services

Lane Community College

Building 1, Room 226

541-463-3900

ShowMeTheMoney@lanecc.edu

<https://lanecc.edu/studentemployment>