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RESUME DEVELOPMENT WORKSHEET

_____ (Name)
_____ (Street Address - Optional)
_____ (City, State & Zip - Optional)
_____ (Telephone)
_____ (Email)
_____ (Personalized LinkedIn URL)

Professional Summary (Position, Expertise, Skills)

SKILLS - (Technical, Administrative, Management)

Professional Development (training seminars, certifications, licenses, etc.)

Work Experience

_____, _____
(Most recent employer) (City and State) (Dates- Month/Year)

(Job Title)

*List responsibilities and accomplishments beginning with an action word. Connect to bottom line.

- **Developed and documented system test procedures, resulting in a 23% increase in trouble-free shipments.**
-
-
-

Name

Phone #

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_____,
(Former employer)

_____,
(City and State)

(Dates- Month/Year)

(Job Title)

-
-
-

_____,
(Former employer)

_____,
(City and State)

(Dates- Month/Year)

(Job Title)

-
-
-

Education (Highest degree to lowest)

_____,
(Name of Institution)

_____,
(City and State)

NO DATES

(Degree Attained or courses completed)

Professional Associations (membership should be current)

Community / Volunteer Activity (title and location)

Military Service (if applicable)
