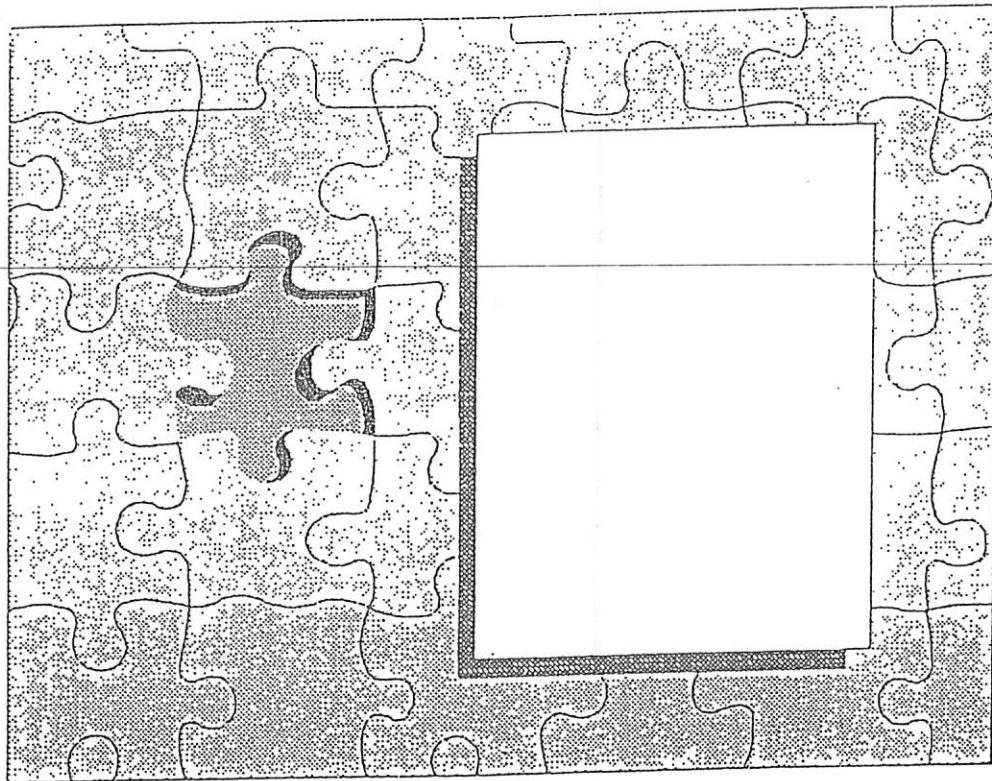


# Resume Builder



Use for notetaking when piecing together your resume.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Message Phone \_\_\_\_\_  
(use only if you do not have an answering machine)



OBJECTIVE:  
the type of work  
you are looking for

My objective for this resume is:

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## Skills Checklist

I will peak employers' interest enough to call me in for an interview for this type of work because I have the following skills:

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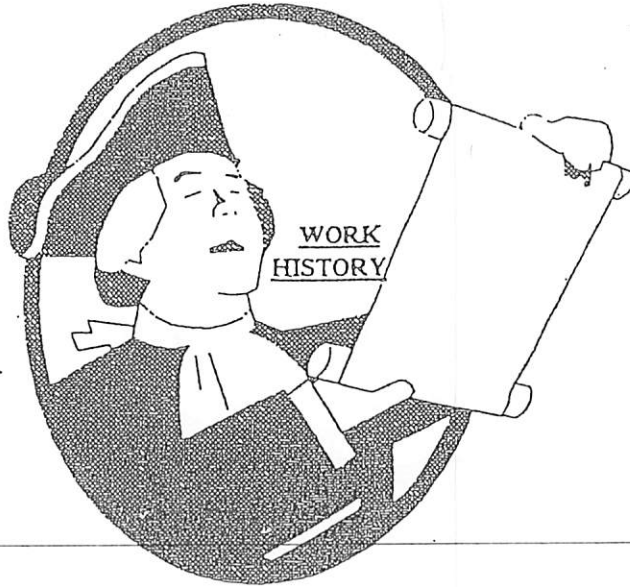
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# Work History



Job Title \_\_\_\_\_

Employer Name \_\_\_\_\_

City/State \_\_\_\_\_

Dates Employed \_\_\_\_\_

Skills Used/Duties, Accomplishments: (if possible, pull out the skills used that most relate to your objective)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Job Title \_\_\_\_\_

Employer Name \_\_\_\_\_

City/State \_\_\_\_\_

Dates Employed \_\_\_\_\_

Skills Used/Duties, Accomplishments: (if possible, pull out the skills used that most relate to your objective)

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Job Title \_\_\_\_\_

Employer Name \_\_\_\_\_

City/State \_\_\_\_\_

Dates Employed \_\_\_\_\_

Skills Used/Duties, Accomplishments: (if possible, pull out the skills used that most relate to your objective)

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Use back of page for more work history



# Education &/or Training



School  
Attended \_\_\_\_\_

City, \_\_\_\_\_  
State \_\_\_\_\_ Dates \_\_\_\_\_

If high school, just date graduated

Other information like degree, GPA, classes that may be relevant to your objective, etc.

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School Attended \_\_\_\_\_

City, \_\_\_\_\_  
State \_\_\_\_\_ Dates \_\_\_\_\_

Other information:

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School Attended \_\_\_\_\_

City, \_\_\_\_\_  
State \_\_\_\_\_ Dates \_\_\_\_\_

Other information:

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Use back for addition education/training.

