

Resume Writing Workshop Pre-Work

Directions: The first step in writing a resume is collecting information about you. Please answer the following questions to help you prepare for the Resume Writing Workshop. Try to fill in as much information as you can. Give the completed worksheet to _____ by _____.

A. What is your name? Your address? Your phone number? Your email?

Full Name: _____
First Middle Initial Last

Address: _____
Street

City State Zip Code

Phone Number: (____) _____

Email: _____

B. Have you ever worked before? If yes, please write down where you worked. Put your most recent job first.

1. _____
Business (City & State) Job Title Dates (Beginning date-end)
Example: Stop & Shop, Hartford, CT Example: September 2003-present

Duties:

2. _____
Business (City & State) Job Title Dates (Beginning date-end)

Duties:

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3. _____
Business (City & State) Job Title Dates (Beginning date-end)

Duties:

C. Have you ever volunteered before? If yes, please write down where you volunteered. Put the most recent one first.

Organization (City & State) Job Title Dates (Beginning date-end)

Organization (City & State) Job Title Dates (Beginning date-end)

Duties:

D. What special skills do you have? What languages do you speak?

I am skilled in....I am able to....

I speak... _____

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E. What education or training do you have?

EDUCATION: _____

School/ Degree/ Major	Graduation Date
_____	_____
School/ Degree/ Major	Graduation Date
_____	_____
School/ Degree/ Major	Graduation Date
_____	_____

Related Classes:

(List vocational/technical classes, foreign language, etc.)

F. What other activities have you participated in?

(List clubs, extracurricular, volunteer)

G. What are the names of people who know you well and can speak positively about you?

(List name, relationship, phone number)

