



Resume Worksheet

Content Areas	Your Job History
Your occupational field	
Your job specialty	
What is your goal? Specifically, what do you want to do in your next job?	
Name of the firm where you work today	1.
Address City State, Zip code	
Your immediate supervisor's name	
Start date (Month and Year)	
End date (Month and Year)	
Briefly describe your job duties	
Previous company name just before your current employer	2.
Address City State, Zip code	
Supervisor's name	
Start date	
End date	
Why did you leave that job?	
Duties:	
Previous company name before #2 above.	3.
Address City State, Zip code	
Supervisor's name	
Start date	
End date	
Why did you leave that job?	
Duties:	
Education	
Degree	
Date Earned	
Certificates/Memberships	
References	