



LAKE COUNTY PUBLIC LIBRARY
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 Merrillville, Indiana 46410
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RESUME WORKSHEET

Record the information that you will need to create your resume using a resume program, resume templates or basic word processing. Having this information at your fingertips will make creating your resume much easier.

PERSONAL INFORMATION

Name:

E-mail Address:

Mailing Address:

Phone
Numbers

Home:

Cell:

HEADLINE (What do you bring to the job?)

SKILLS (What keywords describe the skills and abilities you'll highlight for this job?)



EDUCATION AND TRAINING

School
Name:

Dates
Attended:

School
Address:

Degree:

School
Name:

Dates
Attended:

School
Address:

Degree:

CERTIFICATIONS AND/OR LICENSES (Bartender's License, Commercial Driver's License)

Certification or
License:

Date
Achieved:

Certification or
License:

Date
Achieved:

Certification or
License:

Date
Achieved:

WORK HISTORY			
Employer:		Phone Number:	
Employer Address:		Dates Employed:	
Job Duties: (Specific responsibilities or tasks)			
Employer:		Phone Number:	
Employer Address:		Dates Employed:	
Job Duties: (Specific responsibilities or tasks)			
Employer:		Phone Number:	
Employer Address:		Dates Employed:	
Job Duties: (Specific responsibilities or tasks)			
VOLUNTEER/OTHER ACTIVITIES			
Organization:		Phone Number:	
Duties:		Dates:	
Organization:		Phone Number:	
Duties:		Dates:	

Volunteer or other activities should not be included unless relevant to the position you are applying for.