

Name _____

Date _____

Resume Data Sheet

Directions: Use this form to gather the information you will need to write your own resume. This is not what your resume will look like when it is completed. Where information will not be provided, write "N/A" for "not applicable."

Name and Address

Name: _____

Address: _____

City, State and ZIP Code: _____

Telephone: (____) _____ - _____ Message or Cell Phone (if needed): (____) _____ - _____

Job Objective

State what you current job goal is. This may be different for every resume you turn in.

Example: To obtain a part-time job providing computer troubleshooting support.

Education and Training (attach a separate page if needed)

High School _____ Address _____ City, State, Zip _____ Graduation Date _____ Dates Attended _____ to _____ Special Classes _____	Other School /Training _____ Address _____ City, State, Zip _____ Graduation Date _____ Dates Attended _____ to _____ Special Classes _____
---	--



Work and Volunteer Experience (list last employer first)

Name of Company: _____

Address: _____

City, State and ZIP: _____

Name of Supervisor: _____ Telephone No. (____) _____ - _____

Position/duties: _____

Dates of employment: From _____ to _____ (month/year)

Name of Company: _____

Address: _____

City, State and ZIP: _____

Name of Supervisor: _____ Telephone No. (____) _____ - _____

Position/duties: _____

Dates of employment: From _____ to _____ (month/year)

Name of Company: _____

Address: _____

City, State and ZIP: _____

Name of Supervisor: _____ Telephone No. (____) _____ - _____

Position/duties: _____

Dates of employment: From _____ to _____ (month/year)

Special Skills, Abilities and Honors (sports, hobbies, or other extracurricular activities)



References

Name: _____ Title: _____

Address: _____

City, State and ZIP: _____

Work Telephone: () - _____ Home Telephone: () - _____

Name: _____ Title: _____

Address: _____

City, State and ZIP: _____

Work Telephone: () - _____ Home Telephone: () - _____

Name: _____ Title: _____

Address: _____

City, State and ZIP: _____

Work Telephone: () - _____ Home Telephone: () - _____

