

# Resume Worksheet

To schedule your appointment please call 278-8108

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Job Objective (What type of work do you want to do?) \_\_\_\_\_

Summary of Qualifications (Skills or Core Abilities That Are Remarkable and Marketable ... For example, "Over 10 years – Production Work", etc.

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Achievements (Awards, e.g., Employee of the Month, Salesman of the Year, etc.):

YEAR	COMPANY	AWARD

Education: Diplomas, Degrees, Certifications Associations and other Experience: (High School Diploma, Military Experience, Licenses, College Degrees, Professional Associations & Affiliations, etc.):

YEAR	INSTITUTION / COMPANY	RECEIVED

Military Experience

YEARS	US ARMY/AIR FORCE/NAVY/MARINES	LAST BASE OF OPERATIONS

Pay grade? \_\_\_\_\_ Honorably Discharged (Y/N) \_\_\_\_\_ Rank/Job Title \_\_\_\_\_

Job History (start with most recent):

From <sup>Month</sup> \_\_\_/ <sup>Year</sup> \_\_\_ To <sup>Month</sup> \_\_\_/ <sup>Year</sup> \_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

City and State \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

\_\_\_\_\_

From \_\_\_/\_\_\_ To \_\_\_/\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

City and State \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

\_\_\_\_\_

From \_\_\_/\_\_\_ To \_\_\_/\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

City and State \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

\_\_\_\_\_

From \_\_\_/\_\_\_ To \_\_\_/\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

City and State \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

\_\_\_\_\_

◆ Niagara's WorkSourceOne ◆ 1001 Eleventh Street, Niagara Falls, NY 14301 ◆ (716) 278-8108

*Equal Opportunity Employer/Program, Auxiliary aids and services available*

