

Résumé Information Worksheet

Created by Mr. José Cruz

Name: _____

Period: _____

Directions: Fill out the following to the best of your knowledge.

List any jobs you have had or presently have AND the dates of employment.

List any volunteer work you have participated in AND the dates of the volunteer work.

List any extracurricular activities you are involved in at school.

List any school organizations in which you participated and in what capacity.

List any charity work or fund raisers in which you participated.

List any special skills you possess. (technology, etc.)

List languages in which you are fluent.

List awards or special honors that you have received.

List any special responsibilities you participate in at school. (office aide, library aide, etc.)

List any other information that you think is worth mentioning on your resume.