

WORKFORCE **1**

RESUME PREPARATION WORKSHEET-USE THIS TO COMPILE THE DETAILS FOR YOUR RESUME.

Please complete the following. You may include more than 1 telephone number.

NAME _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NUMBER (S) _____
E-MAIL _____

EXPERIENCE

Please enter your work history in reverse date order with the most recent position listed first. Most resumes include not more than 10 years of experience but this may change based upon your personal work history and the job you are applying for. You may include the number of employers that accurately reflect your prior experience. You do not need to include the specific day you were hired but do need the month and year (06/06 – 10/01 OR Jun 2006 to Oct 2001). Use the 2 digit postal code for the state (NY, NJ, PA, etc.). Describe your daily tasks and accomplishments at work and write in complete sentences. You may write more or less than 5 tasks per employer. The information you include must be accurate and truthful.

DATES OF EMPLOYMENT _____ OCCUPATIONAL TITLE _____
NAME OF EMPLOYER _____ CITY _____ STATE _____
• _____
• _____
• _____
• _____
• _____

DATE OF EMPLOYMENT _____ OCCUPATIONAL TITLE _____
NAME OF EMPLOYER _____ CITY _____ STATE _____
• _____
• _____
• _____
• _____
• _____

DATE OF EMPLOYMENT _____ OCCUPATIONAL TITLE _____
NAME OF EMPLOYER _____ CITY _____ STATE _____
• _____
• _____
• _____
• _____

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VOLUNTEER EXPERIENCE

You may include relevant volunteer experience on your resume.

VOLUNTEER DATES _____ OCCUPATIONAL TITLE _____
NAME OF ORGANIZATION _____ CITY _____ STATE _____

- _____
- _____

VOLUNTEER DATES _____ OCCUPATIONAL TITLE _____
NAME OF ORGANIZATION _____ CITY _____ STATE _____

- _____
- _____

EDUCATION

Please list your education in reverse chronological order with the most recent school listed first. If you did not complete a degree include the number of credits you completed. For example, York College, Jamaica, NY, completed 38 credits; John Adams High School, Ozone Park, NY, received GED. The education section may appear at the top or bottom of your resume. If you are a recent graduate it should be included at the top. If you graduated more than a few years ago it should be on the bottom of your resume. If you graduated before 2000 you may either include or leave off the date that you graduated. Internships may be included on your resume either under the category of education or under the category of work experience.

NAME OF SCHOOL _____ CITY _____ STATE _____
DEGREE/DIPLOMA _____ DATE(optional) _____

SKILLS/QUALIFICATIONS

Please include relevant certificate and/or licenses that pertain to the job you are seeking. For example, include the NYS Security Guard license, 8 hr. and 16 hr. certificates if you are applying for a security guard position. You should include skills that match the specific job you are applying for such as Microsoft Word, QuickBooks, the fact that you are bilingual, have outstanding customer service skills, knowledge of cash register operations, NYS Driver's License, HHA Certificate, Food Handler's Certificate, etc.

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- _____

REMEMBER TO PROOFREAD YOUR RESUME FOR ACCURACY!