

# Resume Worksheet

## Objective:

What type of position are you seeking, and what skills can you offer the employer?

## Education:

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## Certifications:

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**Position:** This describes the level position or the type of work you are seeking

Entry Level	A Specific Title (Warehouse Associate)
Internship	The name of a field (Administrative)

**Field:** This describes the career field, industry or department you are seeking.

Accounting	Human Resources
Administrative	Information Technology
Culinary Arts	Manufacturing
Customer Service	Marketing
Educational	Mechanical

**Skills/Experience:** These are your most outstanding strengths and abilities. These can also be used in your Summary of Qualifications. See the Skills Identification Checklist for help in identifying your unique and special skills.

Organizational Ability	Leadership Ability
Financial Knowledge	Observant
Proven Success Record	Public Speaking Ability
Certifications	Accuracy
Specific Educational Background	Innovative Ideas
Results Oriented	Logical Thinking Ability