

Resume Planning Sheet¹



EDUCATION

Name of high school: _____

Location of high school (city/state OR city/country) _____

Dates you attended the high school: Month/Year you started: _____

Month/Year you finished _____

Did you graduate? _____

Did you get a GED? _____

If no to the above, do you plan to complete? _____

Name of college/university: _____

Location of high school (city/state OR city/country) _____

Dates you attended the high school: Month/Year you started: _____

Month/Year you finished _____

What did you study? _____

Did you graduate? _____

Did you get a certificate or license? _____

If no to the above, do you plan to complete? _____

Name of college/university: _____

Location of high school (city/state OR city/country) _____

Dates you attended the high school: Month/Year you started: _____

Month/Year you finished _____

What did you study? _____

Did you graduate? _____

Did you get a certificate or license? _____

If no to the above, do you plan to complete? _____

WORK EXPERIENCE

Most recent job (or job you have now):

Job title (what is your job?) _____

Name of organization/company: _____

Location of organization (city/state or city/country) _____

Dates you worked: Month/Year you started: _____

Month/Year you finished: _____

¹ Developed and provided By Allison Cohen, Dir. BRIDGES Center Everett Community College

List of duties (what did you DO in this job? Write a LIST of what you did. Begin each line with a VERB. The verb should be in the simple present or past tense).

1. _____
2. _____
3. _____
4. _____

Job you had before:

Job title (what is your job?) _____

Name of organization/company: _____

Location of organization (city/state or city/country) _____

Dates you worked: Month/Year you started: _____

Month/Year you finished: _____

List of duties (what did you DO in this job)? Write a LIST of what you did. Begin each line with a VERB. The verb should be in the simple present or past tense.

1. _____
2. _____
3. _____
4. _____

Job you had before:

Job title (what is your job?) _____

Name of organization/company: _____

Location of organization (city/state or city/country) _____

Dates you worked: Month/Year you started: _____

Month/Year you finished: _____

List of duties (what did you DO in this job)? Write a LIST of what you did. Begin each line with a VERB. The verb should be in the simple present or past tense.

1. _____
2. _____
3. _____
4. _____

Job you had before:

Job title (what is your job?) _____

Name of organization/company: _____

Location of organization (city/state or city/country) _____

Dates you worked: Month/Year you started: _____

Month/Year you finished: _____

List of duties (what did you DO in this job)? Write a LIST of what you did. Begin each line with a VERB. The verb should be in the simple present or past tense.

1. _____
2. _____
3. _____
4. _____

Job you had before:

Job title (what is your job?) _____

Name of organization/company: _____

Location of organization (city/state or city/country) _____

Dates you worked: Month/Year you started: _____

Month/Year you finished: _____

List of duties (what did you DO in this job)? Write a LIST of what you did. Begin each line with a VERB. The verb should be in the simple present or past tense.

1. _____
2. _____
3. _____
4. _____

SKILLS

Certifications/Licenses:

Name: _____ Is it valid today?: _____

Do you need to update any of the above? _____

If yes, when do you plan to do so? _____

Languages you speak:

Computer skills (computer programs you know, typing speed, etc.):

OTHER IMPORTANT INFORMATION

Do you have any misdemeanor (or other minor criminal) convictions? If yes, please explain:

Do you have any prior felony convictions? If yes, please explain: _____

Can you pass a drug* test today? If no, why not?

****Remember: even though marijuana is now a legal substance in Washington State for persons over the age of 21, employers still follow and enforce drug-free work environments!****

Describe your transportation situation: _____

Do you have a valid Drivers License?: _____

If no, are you able to take a bus, ride your bike, or walk? _____

Do you have a Social Security number? _____

If no, can you prove that you are able to work in the United States? _____

What type of documentation can you provide? _____
