

FindJobsQuickly, LLC

Lee Gamelin, Managing Member | Training & Development Specialist

Master Résumé Worksheet

Identification

Name _____

Home Address _____

Phone number _____

Alternate phone number _____

E-mail address _____

Website _____

Your Objective Statement

This is the “Who You Are” and the “What You’re Looking For”

Education and Training

Highest Level/Most Recent Education or Training

Institution Name _____

City, State _____

Certificate or degree _____

Date received _____

Specific courses or programs that relate to your job objective _____

Related awards, achievements and extracurricular activities _____

Anything else that might support your job objective, such as good grades _____

Next Most Recent Education or Training

Institution Name _____

City, State _____

Certificate or degree _____

Date received _____

Specific courses or programs that relate to your job objective _____

Related awards, achievements and extracurricular activities _____

Anything else that might support your job objective, such as good grades _____

High School

Institution Name _____

City, State _____

Date received your Diploma _____

What was your major course of studies? _____

Specific courses or programs that may relate to your job objective _____

List any academic award and honors, achievements and extracurricular activities

Anything else that might support your job objective, such as good grades, clubs, etc.

Armed Services Training And Other Training or Certification

Institution Name _____

Specific courses or programs that may relate to your job objective _____

Related awards, achievements and extracurricular activities _____

Anything else that might support your job objective _____

Workshops, Seminars, Informal Learning or Any Other Training

Experience

Most Recent Position

When describing your accomplishments, use active rather than passive words and phrases throughout. Here is a short list of active words to give you some ideas:

Achieved Administered Analyzed Controlled Coordinated Created Designed Developed Diagnosed Directed Established policy	Established priorities Expanded Implemented Improved Increase productivity Initiated Innovated Instructed Modified Negotiated	Organized Planned Presented Promoted Reduced expenses Researched Scheduled Solved Supervised Trained
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Look up the descriptions of jobs you have held in the past to identify all the skills that were needed in the [Occupational Outlook Handbook](#) (OOH) and the [O*NET](#).

Dates: from _____ to _____

Organization Name _____

City and State _____

Your job title(s) _____

If you were promoted, handle the promotion as a separate job, listing the dates that you held each position to show how you progressed with one organization.

Duties _____

Skills _____

Equipment or software you used _____

State how you contributed to the success of this organization or department. Use specific numbers or percentages where possible. Also describe promotions and anything else positive

Next most recent position

Dates: from _____ to _____

Organization Name _____

City and State _____

Your job title(s) _____

If you were promoted, handle the promotion as a separate job, listing the dates that you held each position to show how you progressed with one organization.

Duties _____

Skills _____

Equipment or software you used _____

State how you contributed to the success of this organization or department. Use specific numbers or percentages where possible. Also describe promotions and anything else positive

Next most recent position

Dates: from _____ to _____

Organization Name _____

City and State _____

Your job title(s) _____

If you were promoted, handle the promotion as a separate job, listing the dates that you held each position to show how you progressed with one organization.

Duties _____

Skills _____

Equipment or software you used _____

State how you contributed to the success of this organization or department. Use specific numbers or percentages where possible. Also describe promotions and anything else positive

Any Other Work or Volunteer Experience

**Professional Organizations - Professional Licenses -
Certifications**

Special Skills

List special skills such as proficiency in certain computer languages or programs, pilot's license, Internet experience, artistic talent, foreign languages, etc.
