

# ***FindJobsQuickly, LLC***

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## **Quick 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”

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### **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 \_\_\_\_\_

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List any academic award and honors, achievements and extracurricular activities

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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 \_\_\_\_\_

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Related awards, achievements and extracurricular activities \_\_\_\_\_

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Anything else that might support your job objective \_\_\_\_\_

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## **Workshops, Seminars, Informal Learning or Any Other Training**

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## 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). You can access the OOH information online at [www.bls.gov/oco](http://www.bls.gov/oco).

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 \_\_\_\_\_

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Skills \_\_\_\_\_

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Equipment or software you used \_\_\_\_\_

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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

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### **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 \_\_\_\_\_

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Skills \_\_\_\_\_

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Equipment or software you used \_\_\_\_\_

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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

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**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**

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\_\_\_\_\_

**Professional Organizations - Professional Licenses -**

**Certifications**

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## **Special Skills**

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

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