

Resume Worksheet

Your Name
Street and Number
City, State, & Zip
Phone & Email

Objective

Education

University
Degree
Major & Minor
GPA if > 3.5

Professional Experience

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Company, City, State
Position & Time Frame
Three bullet points
Describe your experience
Start with action verbs

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Company, City, State
Position & Time Frame
Three bullet points
Describe what you did
Start with action verbs

Skills
