Resume Worksheet

Manpower®

A resume is a written summary introducing you and your accomplishments. Use this worksheet to outline the content that you will eventually develop into a resume.

Contact Information

Name

Address

City, State, Zip

(Area Code) Home Phone

(Area Code) Cell Phone

Email Address

Keywords

Objective/Career Summary

Experience

Company Name

City, State

Dates Employed

Name of Supervisor (May be required on a job application)

Brief Description of Company

Title

Brief Description of your Responsibilities

(Key Accomplishment(s)

Experience (continued)

Company Name
_____

City, State
_____

Dates Employed
_____

Name of Supervisor (May be required on a job application)
_____

Brief Description of Company
_____

Title
_____

Brief Description of your Responsibilities
_____

_____

_____

(Key Accomplishment(s)
_____

_____

_____

Company Name
_____

City, State
_____

Dates Employed
_____

Name of Supervisor (May be required on a job application)
_____

Brief Description of Company
_____

Title
_____

Brief Description of your Responsibilities
_____

_____

_____

(Key Accomplishment(s)
_____

_____

_____

Education (place before Experience for new graduates only)

_____

_____

_____

Activities and Accomplishments

_____

_____

_____