

## Resume Worksheet

### **PERSONAL INFORMATION:**

Full Name:	
Address:	
Phone:	Date of Birth:
Emergency Contact:	Phone:

### **EDUCATIONAL BACKGROUND:**

School Attended:	City, State:	Dates Attended:
Course of Study: (Honors, Tech Prep, etc.)		
Degree/Diploma Received or Grade Level Completed:		

School Attended:	City, State:	Dates Attended:
Course of Study: (Honors, Tech Prep, etc.)		
Degree/Diploma Received or Grade Level Completed:		

Extracurricular Activities (teams, clubs, volunteer, etc.): \_\_\_\_\_

\_\_\_\_\_

Honors and Awards Received: \_\_\_\_\_

\_\_\_\_\_

Computer Skills (hardware and software you can use): \_\_\_\_\_

\_\_\_\_\_

Specialized Skills (foreign language, auto repair, etc.): \_\_\_\_\_

\_\_\_\_\_

**Due Thursday, April 22 to the Counseling Center**