

**FUNCTIONAL OR COMBINATION
RÉSUMÉ WORKSHEET**

YOUR NAME _____

YOUR STREET _____

YOUR CITY, STATE, ZIP _____

HOME PHONE _____

WORK/MESSAGE PHONE _____

CAREER OBJECTIVE

* _____

RELEVANT SKILLS,

* _____

ABILITIES AND

* _____

SPECIAL TRAINING

* _____

* _____

* _____

* _____

* _____

* _____

* _____

* _____

* _____

WORK EXPERIENCE: (list present or most recent job first)

Job Title: _____

Company Name and Address: _____

Dates: From: _____ **To:** _____

Duties and Responsibilities: _____

Job Title: _____

Company Name and Address: _____

Dates: From: _____ **To:** _____

Duties and Responsibilities: _____

Job Title: _____

Company Name and Address: _____

Dates: From: _____ **To:** _____

Duties and Responsibilities: _____

WORK EXPERIENCE (cont'd)

Job Title: _____

Company Name and Address: _____

Dates: From: _____ **To:** _____

Duties and Responsibilities: _____

EDUCATION:

Name of College Attended: _____ **Major/Degree:** _____

City, State: _____ **Year Graduated:** _____

Name of Vo-Tech attended: _____ **Certificate:** _____

City, State: _____ **Year Graduated:** _____

Name of High School Attended: _____ **Graduate: Yes No**

City, State: _____ **Year Graduated:** _____

SPECIAL TRAINING/SKILLS: _____

REFERENCES: Suggestions: Available upon Request (Be sure to get permission from the individual first)

WORK:	PERSONAL:
Name: _____	Name: _____
Title: _____	Address: _____
Company: _____	City, State, Zip: _____
Address: _____	Telephone: _____
City, State, Zip: _____	E-mail: _____
Telephone: _____	
E-mail: _____	
Name: _____	Name: _____
Title: _____	Address: _____
Company: _____	City, State, Zip: _____
Address: _____	Telephone: _____
City, State, Zip: _____	E-mail: _____
Telephone: _____	
E-mail: _____	
Name: _____	Name: _____
Title: _____	Address: _____
Company: _____	City, State, Zip: _____
Address: _____	Telephone: _____
City, State, Zip: _____	E-mail: _____
Telephone: _____	
E-mail: _____	