

# Resume Worksheet



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

1 North Genesee Street  
Waukegan, IL 60085  
847.377.3450  
www.LakeCountyJobCenter.com



## DIRECTIONS

This worksheet will help you organize the information you need to write your resume. It is broken down by the individual components that make up a resume.

## CONTACT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## JOB OBJECTIVE STATEMENT

This statement should include the position that you want and the skills you would like to use.

---

---

## CAREER SUMMARY/SKILLS STATEMENT

Number of years of experience: \_\_\_\_\_

Key accomplishments in the field: \_\_\_\_\_

---

Personal strengths or characteristics important to objective: \_\_\_\_\_

---

## EDUCATION AND TRAINING

List your highest levels of education and any pertinent training.

School (Highest Level): \_\_\_\_\_

City and State: \_\_\_\_\_

Field of Study/Courses: \_\_\_\_\_

School: \_\_\_\_\_

City and State: \_\_\_\_\_

Field of Study/Courses: \_\_\_\_\_

## ADDITIONAL TRAINING OR CERTIFICATIONS

---

---

## WORK EXPERIENCE

Most Recent or Present Job Title: \_\_\_\_\_

Dates of Employment (month/year): From: \_\_\_\_\_ To: \_\_\_\_\_

Organization Name: \_\_\_\_\_ City and State: \_\_\_\_\_

Duties, responsibilities and accomplishments: \_\_\_\_\_

---

---

---

---

Next Most Recent Job Title: \_\_\_\_\_

Dates of Employment (month/year): From: \_\_\_\_\_ To: \_\_\_\_\_

Organization Name: \_\_\_\_\_ City and State: \_\_\_\_\_

Duties, responsibilities and accomplishments: \_\_\_\_\_

---

---

---

Next Most Recent Job Title: \_\_\_\_\_

Dates of Employment (month/year): From: \_\_\_\_\_ To: \_\_\_\_\_

Organization Name: \_\_\_\_\_ City and State: \_\_\_\_\_

Duties, responsibilities and accomplishments: \_\_\_\_\_

---

---

---

### **VOLUNTEER EXPERIENCE, HOBBIES, AWARDS, REFERENCES**

If you include information in this area, only include information that is relevant to the position you are seeking. It is important that you include volunteer activities. **Do not include information unrelated to job performance such as marital status, health information or age.** It is not necessary to include a reference on a resume, but it is helpful to prepare a separate list of references to give to the employer when asked. (See the Job Center's Reference Worksheet for more information on preparing a list of references.)

---

---

---

---

---

## ACTION WORD LIST

Effective “action” words should be used when describing duties, accomplishments or skills on your resume.

Acted	Cut	Innovated	Recommended
Administered	Defined	Installed	Recorded
Adapted	Delegated	Instructed	Recruited
Adjusted	Delivered	Introduced	Reduced
Advised	Demonstrated	Invented	Regulated
Analyzed	Derived	Investigated	Reinforced
Applied	Designed	Kept	Reorganized
Appraised	Determined	Led	Repaired
Approved	Developed	Managed	Reviewed
Arranged	Diagnosed	Maintained	Revised
Assembled	Directed	Mediated	Scheduled
Assisted	Drew up	Monitored	Screened
Balanced	Drilled	Negotiated	Sculpted
Billed	Edited	Notified	Selected
Blasted	Eliminated	Observed	Served
Bound	Enabled	Opened	Serviced
Briefed	Enforced	Operated	Set criteria
Built	Engaged	Ordered	Set up
Cared for	Engineered	Organized	Shipped
Carried out	Entertained	Packed	Sold
Clarified	Established	Participated	Solved
Cleaned	Expanded	Perceived	Structured
Coached	Expedited	Performed	Summarized
Communicated	Evaluated	Planned	Supervised
Compiled	Facilitated	Prepared	Supported
Completed	Farmed	Presented	Surveyed
Composted	Fashioned	Processed	Taught
Computed	Filed	Produced	Teamed with
Conducted	Formed	Programmed	Tested
Constructed	Formulated	Proposed	Trained
Contracted	Gathered	Proved	Translated
Controlled	Generated	Provided	Tuned
Cooked	Guided	Publicized	Tutored
Coordinated	Illustrated	Published	Typed
Created	Improved	Punched	Updated
Cultivated	Increased	Received	Wrote