

RESUME WORKSHEET

NAME

School Address

E-mail
Phone

Permanent Address

OBJECTIVE

EDUCATION

Virginia Wesleyan College, Norfolk, VA, Anticipated graduation _____
Bachelor of Arts in _____, Minor in _____
Cumulative GPA:
Honors and Awards:
Relevant Courses:

RELATED EXPERIENCE

Job Title _____ Dates _____
Organization, City, State _____
• (List as many duties of position as appropriate)
• (Start each duty with an action verb)
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•

ADDITIONAL EXPERIENCE

Job Title _____ Dates _____
Organization, City, State _____
•
•
•

Job Title _____ Dates _____
Organization, City, State _____
•
•
•

Job Title _____ Dates _____
Organization, City, State _____
•
•
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COMPUTER SKILLS

(List programs you know how to use)

EXTRACURRICULAR ACTIVITIES

(List organizations you belong to, including offices held and dates)