**Resume Worksheet**

*Use this worksheet to outline the items for your resume. Name:*

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| **Heading** |
| Name |  |
| Address |  |
| Phone Number |  |
| Email |  |
| **Objective:** *Example – To obtain an entry-level editing position in a large publishing company.* |
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| **Experiences**: *Example* – *Southwestern Writing Center, Peer Writing Tutor, Yuma, AZ* *April 2004-Present* *- Tutored students in writing for all disciplines.* *- Critiqued peers’ writing.* |
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| **Education**: *Example* – *Oldham County High School, Oldham, PA. 3.8 GPA. Anticipated graduation: June 2010.* |
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| **Skills:** *Example - Self-Motivated: Proactively organized volunteers to assist with distribution at the community food bank. Do not just list the skill.* |
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| **Activities**: *Example* - *Track Team: Team Captain, Senior Year. Fall 2006-Spring 2007.* |
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| **Personal Interests**: Example - *Ceramics, camping, reading, soccer, automotive repair, carpentry* |
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After completing this worksheet, you will use the resume template to create your resume based on the information you completed above. When you finish, have two people complete the checklist below and proofread your resume.

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| **Review #1 Name:**  | **Review #2 Name:** |
|  | All areas of the resume are complete |  | All areas of the resume are complete |
|  | Letters are capitalized when needed |  | Letters are capitalized when needed |
|  | There are no extra spaces, everything is flush left and lined up. |  | There are no extra spaces, everything is flush left and lined up. |
|  | Appropriate punctuation is used. |  | Appropriate punctuation is used. |
|  | Appropriate grammar is used.  |  | Appropriate grammar is used.  |
|  | The document is grammatically correct and well written and I have proofed the document.  |  | The document is grammatically correct and well written and I have proofed the document.  |
| *List the changes you made:*  | *List the changes you made:*  |