

## RESUME WORKSHEET

The following worksheet will help you construct various sections of your resume.

Think about the following areas and make notes for each section as appropriate.

### PERSONAL DETAILS

This is the information that should appear at the top of the resume.

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

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

Home phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

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

(Make sure your email address is one that you check daily and that it is correctly named.)

### OPENING STATEMENT

Include a few sentences about yourself, including your career goals and what industry you have worked in (or would like to work in).

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### WORK EXPERIENCE

This can be paid work, voluntary work, Internships or traineeships

List your work experiences, putting the most recent information first. When noting your responsibilities & accomplishments use concise statements describing your role, skills, activities and accomplishments.

SUPPORT  celebrate include LEAD 



**Position/Title #1** \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer/Company \_\_\_\_\_

Responsibilities & Accomplishments

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**Position/Title #2** \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer/Company \_\_\_\_\_

Responsibilities & Accomplishments

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**Position/Title # 3** \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer/Company \_\_\_\_\_

Responsibilities & Accomplishments

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**EDUCATION**

List all your highest level of schooling, plus any Tafe or Uni courses completed.

University and/or TAFE name:\_\_\_\_\_

High school name:\_\_\_\_\_

Highest level of schooling Yr. 10 / Yr12 / Other\_\_\_\_\_

Awards Achieved

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Activities or groups involved in.

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**ACTIVITIES AND INTERESTS**

List any activities or interests

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**SYSTEM COMPETENCIES**

List any systems you are comfortable using

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**REFERENCES**

Available upon request