

COMBINATION RESUME WRITING WORKSHEET

(Use this worksheet to record your information and then type it on a computer)

(NAME)

(STREET ADDRESS)

(CITY, STATE, ZIP)

(PHONE NUMBER)

(E-MAIL ADDRESS)

OBJECTIVE: _____
(Type of job you are applying for)

SUMMARY

(Your top 3 to 4 strengths or qualities)

- _____
- _____
- _____
- _____

EXPERIENCE

Functional Category _____

- _____
(DUTY OR ACCOMPLISHMENT)
- _____
(DUTY OR ACCOMPLISHMENT)
- _____
(DUTY OR ACCOMPLISHMENT)

Functional Category _____

- _____
(DUTY OR ACCOMPLISHMENT)
- _____
(DUTY OR ACCOMPLISHMENT)
- _____
(DUTY OR ACCOMPLISHMENT)

Functional Category _____

- _____
(DUTY OR ACCOMPLISHMENT)
- _____
(DUTY OR ACCOMPLISHMENT)
- _____
(DUTY OR ACCOMPLISHMENT)

EDUCATION

Name of degree (or diploma if high school), followed by name and city/state of school and month/year of graduation or anticipated graduation

EMPLOYMENT HISTORY

Title, name of employer, employer's city and state, dates of employment

_____ (Title)	_____ (Name of employer)	_____ (City/State)	_____ (Dates)
_____ (Title)	_____ (Name of employer)	_____ (City/State)	_____ (Dates)

Howard Community College Job Search Club
Counseling and Career Services, RCF 302
410 772 4840

ACTIVITIES/HONORS/MEMBERSHIPS (OPTIONAL)

- _____
- _____
- _____