



Résumé Worksheet

Name, Date, Address, email, City, State, Zip, Phone

What industry are you targeting?

Do you have a resume? Do you need a cover letter?

Employment History

Company Name, City, St

Your Title, Dates employed

Duties

Accomplishments (give examples) and skills learned

Company Name, City, St

Your Title, Dates employed

Duties

Accomplishments (give examples) and skills learned

Company Name, City, St

Your Title, Dates employed

Duties

Accomplishments (give examples) and skills learned

**Company Name** \_\_\_\_\_ **City, St** \_\_\_\_\_  
**Your Title** \_\_\_\_\_ **Dates employed** \_\_\_\_\_  
**Duties** \_\_\_\_\_

Accomplishments (give examples) and skills learned \_\_\_\_\_

### Education

**School** \_\_\_\_\_ **Location** \_\_\_\_\_  
**Major** \_\_\_\_\_ **Degree Earned** \_\_\_\_\_

**School** \_\_\_\_\_ **Location** \_\_\_\_\_  
**Major** \_\_\_\_\_ **Degree Earned** \_\_\_\_\_

**Additional Training** (Workshops, Seminars, Training, Conferences, etc.) \_\_\_\_\_

**Special Skills** (Computer programs, Languages, CPR, First Aid, etc.) \_\_\_\_\_

### Volunteer Experience

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### References (preferably supervisors or co-workers)

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Company** \_\_\_\_\_ **City, St** \_\_\_\_\_ **email** \_\_\_\_\_

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Company** \_\_\_\_\_ **City, St** \_\_\_\_\_ **email** \_\_\_\_\_

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Company** \_\_\_\_\_ **City, St** \_\_\_\_\_ **email** \_\_\_\_\_

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How did you find out about Skagit Business and Staffing?

\_\_\_\_\_ **Yellow Pages**  
\_\_\_\_\_ **Website**                      **Other** \_\_\_\_\_

What made you decide to use Skagit Business and Staffing?

\_\_\_\_\_ **Location**                      \_\_\_\_\_ **Price**  
\_\_\_\_\_ **Turnaround Time**                      \_\_\_\_\_ **Availability of Appointments**  
**Other** \_\_\_\_\_