

PREPARING YOUR RESUME

Name: [REDACTED]

Address: [REDACTED]

City, State, Zip: [REDACTED]

Home phone: [REDACTED]

Cell phone: [REDACTED]

Email: [REDACTED]

INSTRUCTIONS

The information you are gathering will allow you, to prepare your resume.

For the most part, you will find the enclosed profile self-explanatory. The more thorough the information you can supply, the more effective our advanced study of your situation can be. **Content** is what counts at this stage. After you complete this worksheet, you can then begin to format your resume and focus on grammar, spelling, punctuation, etc.

Forming Your Summary of Qualifications SUCSESSES AND QUALITIES

Looking Back to Move Ahead:

1. You sell yourself through your past successes and accomplishments. In this section, you'll be thinking about what matters in what you have done.

1.1. Circle/highlight all the qualities that apply to you. Then, in the center area, list 15 personal qualities that you believe most represent you and are important to future employers.

Ambitious
Analytical
Articulate
Capable
Caring
Clear
Collaborative

1.

2.

3.

Forceful
Foresighted
Forthright
Goal-oriented
Hardworking
Inspiring
Intelligent

Commanding	4.	Intuitive
Compassionate		Inventive
Competent	5.	Objective
Competitive		Open-minded
Composed	6.	Organized
Concise		Patient
Confident	7.	Persevering
Conscientious		Persistent
Conservative	8.	Persuasive
Convincing		Pragmatic
Cool-headed	9.	Precise
Cooperative		Principled
Creative	10.	Proactive
Customer-focused		Productive
Decisive	11.	Realistic
Dependable		Reliable
Detail-oriented	12.	Resourceful
Determined		Results-oriented
Dynamic	13.	Safety-conscious
Economical		Strategic
Effective	14.	Systematic
Efficient		Tactful
Energetic	15.	Team-oriented
Enthusiastic		Technical
Ethical		Tenacious
Flexible		Thorough

EDUCATION AND TRAINING

2. In this section, you will be thinking about yourself as a professional and business person.

2.1. Identify your formal education. Starting with your highest level of education, list institution, dates, and major study areas.

Institution & Location	Degree & Date	Concentration (Specify Major & Minor)

2.2. Describe your CURRENT participation in community, business, professional, social or other organizations. State how long and offices held.

Organization/Location	Dates	Position(s) Held

2.3. Below describe courses that you have had and sometime you learned in them or an experience (project etc.) associated with them that are pertinent to your goal.

2.4. List additional professional training: seminars, conferences, training programs, correspondence, courses and management schools. Also list professional licenses and certificates and college or work related activities (e.g. sports, committees, honors, awards [team or individual], etc.) if pertinent.

Training	Degree & Date	Certification (if applicable)

2.5. List the computer programs in which you have a reasonable level of competence (for example, Microsoft Word, Excel, Powerpoint).

2.6. Do you have any language fluency or other special talents not listed elsewhere?

EMPLOYMENT HISTORY

- Present and Past Employment: On the following page, please include information for each position held (including military assignments), but including all positions that you have held within any company, as well as position held with different employers. Start with present or last job.

	(1) Present (or most recent employer)	(2)	(3)	(4)	(5)
Name of Company, Division, Location, & Dates					
Type of Business/Products					
Approx. Sales & profits of parent & your division					
For your area of employment give all indications of size: number of plants, employees, stores, branches, etc.					
Titles held (with dates)					
To whom you reported (titles not names)					
First Salary/Bonus Last Salary/Bonus					
Reason for leaving (e.g. terminated, left for more money, etc.)					

NOTES: