Resume Outline

This form will help you gather the information you need to create a resume. Do not enter the information directly or you will sound stupid. Do not include all of this information on a single resume; rather, pick and choose the most relevant bits of information to submit for each job.

Personal information

Name:	Phone:
Address:	Email:
City, State, Zip:	Birth date:

Education
(include high school and any additional education during or after high school)

School	Location	Dates Attended	Degree Earned	Course of study

Employment History (list the most recent first)

Employer	Functional Skill Heading (see p.X)	Job Title	Dates Employed
Use strong action words to describe duties involved with this job:			

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Use strong action words to describe duties involved with this job:			

Community Service

Organization	Functional Skill Heading (see p. X)	Hours served per week	Dates of service
Use strong action words to describe duties involved with this position:			