

**Fill in the Blank Resume Form**

your name, capitalized, boldfaced and 16 pt. font

street address

town, ME zip code

home phone number

email address

**EDUCATION** (each heading should be in capital letters and boldfaced)

Class of \_\_\_\_\_, \_\_\_\_\_ High School, \_\_\_\_\_, ME

Major area of study (or coursework): \_\_\_\_\_

**WORK EXPERIENCE** (list any job you have held)

job title business name, location, dates

describe your position duties and skills learned using key verbs

**SCHOOL ACTIVITIES** (list all sports, clubs, etc. you have been involved with)

activity number of years ( )

( )

**COMMUNITY ACTIVITIES** (volunteer work, etc.)

activity number of years ( )

( )

**AWARDS** (list any awards or special recognition you have received)

title of award month, year -

-

**INTERESTS** (list a few of your hobbies if pertinent)

\_\_\_\_\_

\_\_\_\_\_