

Resume

STUDENT HANDOUT

STARTER



Name _____ Date _____

Fill out the following form to the best of your ability. It is okay to leave some sections blank.

| EXPERIENCE: List the three most recent places where you were PAID to work: |
|---|
| 1. |
| Place of employment (organization/company name) |
| Location (for example, Boston, MA) |
| Dates of employment (Month YYYY–Month YYYY) |
| The name of your position |
| The tasks you were responsible for: |
| 2. |
| Place of employment (organization/company name) |
| Location (for example, Boston, MA) |
| Dates of employment (Month YYYY–Month YYYY) |
| The name of your position |
| The tasks you were responsible for: |



Resume Starter, cont....

| 3. |
|---|
| Place of employment (organization/company name) |
| Location (for example, Boston, MA) |
| Dates of employment (Month YYYY–Month YYYY) |
| The name of your position |
| The tasks you were responsible for: |

| VOLUNTEER EXPERIENCE |
|---|
| List a volunteer opportunity where you volunteered more than once, for a long period of time: |
| Name of organization (organization/company name) |
| Location (for example, Boston, MA) |
| Dates of volunteering (Month YYYY–Month YYYY) |
| The tasks you were responsible for: |



Resume Starter, cont....

CLUBS AND ACTIVITIES

List any clubs or organizations you belong to:

| | | |
|-----------------------------|-----------------------------|--------------------------------|
| (Name of club/organization) | (Title or position, if any) | (Dates you have been a member) |
| (Name of club/organization) | (Title or position, if any) | (Dates you have been a member) |
| (Name of club/organization) | (Title or position, if any) | (Dates you have been a member) |

SKILLS

List the following:

Languages you speak

Computer programs you are familiar with:

Certifications:

AWARDS

List any awards you have won:

| |
|--|
| |
| |
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