

# PRE-RESUME WORKSHEET

Name \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Contact Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

## SUMMARY OF QUALIFICATIONS AND/OR RELATED SKILLS/KNOWLEDGE

List at least six things you already know how to do that relate to the job you are trying to get:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## PERSONAL MANAGEMENT/TEAMWORK SKILLS

Write down three statements describing what kind of worker you are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## EDUCATION

Mark schools you currently attend (Examples below):

- L'Anse Creuse High School, Harrison Township, MI  
September 20XX-Present
- L'Anse Creuse High School – North, Macomb, MI  
Expected Graduation, June 20XX
- Frederick V. Pankow Center, Clinton Township, MI  
2 year Skills Certificate in <name of your class>
- Other, use same format as above \_\_\_\_\_

## ACCOMPLISHMENTS

List 3-4 things you have accomplished in High School. Include community service hours, sports teams and clubs, class projects, etc.

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_

**EXPERIENCE/EMPLOYMENT/VOLUNTEER HISTORY/COMMUNITY SERVICE** (Write down the following information about your experience in class, past jobs, or volunteer experience.)

1. Name of company: \_\_\_\_\_ City it was located: \_\_\_\_\_  
Month and year you started: \_\_\_\_\_ Month and year you stopped: \_\_\_\_\_  
Short statement about what you did on that job: \_\_\_\_\_  
\_\_\_\_\_

2. Name of company: \_\_\_\_\_ City it was located: \_\_\_\_\_  
Month and year you started: \_\_\_\_\_ Month and year you stopped: \_\_\_\_\_  
Short statement about what you did on that job: \_\_\_\_\_  
\_\_\_\_\_

3. Name of company: \_\_\_\_\_ City it was located: \_\_\_\_\_  
Month and year you started: \_\_\_\_\_ Month and year you stopped: \_\_\_\_\_  
Short statement about what you did on that job: \_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL REFERENCES** (choose and ask permission from 3 adults to be your references who know what kind of worker or student you are (not family members).

**Examples: Past Employers, teachers, counselors, community leaders, coaches...**

1. \_\_\_\_\_ , \_\_\_\_\_  
(Name) (Professional Title)  
\_\_\_\_\_  
(Professional Business Address)  
\_\_\_\_\_  
(City) (State) (Zip) (Business Phone with extension number)  
(Email)\_\_\_\_\_

2. \_\_\_\_\_ , \_\_\_\_\_  
(Name) (Professional Title)  
\_\_\_\_\_  
(Professional Business Address)  
\_\_\_\_\_  
(City) (State) (Zip) (Business Phone with extension number)  
(Email)\_\_\_\_\_

3. \_\_\_\_\_ (Name) (Professional Title)  
\_\_\_\_\_  
(Professional Business Address)  
\_\_\_\_\_  
(City) (State) (Zip) (Business Phone with extension number)  
(Email)\_\_\_\_\_