



Name:

Date:

Resume Preparedness Checklist

- Materials needed to complete your resume
 - Work history, current work skills, working cell phone and email
- Template Chosen

Goal/Objective Statement:

- Completed statement

Personal Information:

- Name
- Address
- Phone Number
- Email Address

Work/Internship/Volunteer History (most recent first):

- Name of business/ Internship/ Volunteer site
- Address
- Phone number
- Date you started



- Date you stopped
- Your title at the site
- List what you did at the site (ex. Swept floor, washed windows)

Education History (most recent first):

- Where you went to high school
- Where you went to college
- Other training programs

List Skills:

- Things that you are good at

Interests/Hobbies:

- Things that you like to do

Notes:

