

Resume Worksheet

Brandon University
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Name: _____
Address: _____
Telephone: _____
E-mail: _____

SKILLS

Provide a list of your most relevant strengths. Major strengths include: communication skills, responsibility, initiative, leadership, flexibility, and interpersonal skills.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

EDUCATION

Include the educational institution, degree/diploma, and year completed.

ADDITIONAL EDUCATION/CERTIFICATION (if applicable)

List professional accreditation and certificates, for example First Aid.

WORK EXPERIENCE

Include position, employer, duration of employment, and a brief summary of major responsibilities.

PROFESSIONAL DEVELOPMENT *(if applicable)*

Include workshops, courses, and conferences attended.

VOLUNTEER EXPERIENCE

Include position, organization, duration, and brief summary of responsibilities.

INTERESTS *(optional)*

List relevant items not included elsewhere that you wish to bring to the employer's attention. You can also include awards and recognition you have received related to your interests.

REFERENCES *(depends)*

Preferably use past employers. List their name, title, employer, relationship to you, and contact information. Be sure to select individuals who you are sure will speak favourably of you. Get their permission prior to utilizing them as a reference.
