Resume Organizer

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| Personal Information  (Header) | Full Name: |  |
| Street Address/City/State: |  |
| Telephone Number |  |
| Email Address |  |

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| Job or Career Plan    (Objective) | Short-Term Plans  (Example: To become a..) |  |
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| Long-Term Plans  (Example: To become a..) |  |
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| Education  (List all High Schools) | #1 |  |
| School Name Dates Attended City/State |
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| Course of Study (Honors, Tech Prep, etc.) GPA Graduation Year |
| #2 | Middle Bucks Institute of Technology Jamison, PA |
| School Name Dates Attended City/State |
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|  | Course of Study GPA Graduation Year |

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| Work Experience  (List Most Recent Position First) | Employer: |  | Dates Employed: | From:  To: | |
| Address: |  | | | |
| Telephone Number: |  | Position Held: | |  |
| Starting Pay: |  | Ending Pay: | |  |
| Supervisor’s Name: |  | Supervisor’s Title: | |  |
| Duties and Responsibilities: | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Reason for leaving: |  | | | |
|  | Employer: |  | Dates Employed: | From:  To: | |
| Address: |  | | | |
| Telephone Number: |  | Position Held: | |  |
| Starting Pay: |  | Ending Pay: | |  |
| Supervisor’s Name: |  | Supervisor’s Title: | |  |
| Duties and Responsibilities: | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Reason for leaving: |  | | | |

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| Activities  List special activities you participated in (prom committee) and organizations you joined (drama club, baseball team, etc.) | Activity /Organization #1 | Year |
| Activity /Organization #2 | Year |
| Activity /Organization #3 | Year |
| Activity /Organization #4 | Year |

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| Achievements  Example: Special awards, scholarships, certificates, and honors | Achievement #1 | Year |
| Achievement #2 | Year |
| Achievement #3 | Year |
| Achievement #4 | Year |

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| Skills, Strengths, and Abilities  Soft Skills are personal attributes  Technical Skills are knowledge and ability needed to complete a task | Soft Skills: | Technical Skills: |
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| References  List at least three people who could attest to your abilities | Reference #1 | Name Title Place of Work Phone # |
| Reference #2 | Name Title Place of Work Phone # |
| Reference #3 | Name Title Place of Work Phone # |
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