

## J.E.B. RESUME WORKSHEET

**NOTE:** *If you submit a current resume you only need to provide the additional information for your new or revised resume.*

### Contact Information:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number(s) \_\_\_\_\_ Fax No. \_\_\_\_\_  
E-mail \_\_\_\_\_  
Website URL (if applicable) \_\_\_\_\_

### Employment Objective:

**Qualifications:** (special skills and accomplishments in previous positions)

### Education

College(s): Name and location, Degrees, Years attended, Year degree or certification earned, special programs, honors, recognitions

Address \_\_\_\_\_  
Date Started \_\_\_\_\_  
Date Ended \_\_\_\_\_  
Years Completed or Degree Received \_\_\_\_\_  
Course of Study \_\_\_\_\_  
Courses Relevant to Employment Objective  
\_\_\_\_\_  
\_\_\_\_\_

Honors \_\_\_\_\_  
Extracurricular Activities \_\_\_\_\_  
High School \_\_\_\_\_  
Address \_\_\_\_\_  
Date Started \_\_\_\_\_  
Date Ended \_\_\_\_\_  
Years Completed or Degree Received \_\_\_\_\_  
Course of Study \_\_\_\_\_  
Courses Relevant to Employment Objective  
\_\_\_\_\_  
\_\_\_\_\_

Honors \_\_\_\_\_  
Extracurricular Activities \_\_\_\_\_

### Work Experience

Job Title

Employer's Name and Address

Supervisor's Name \_\_\_\_\_

Date Started \_\_\_\_\_

Date Ended \_\_\_\_\_

Description of Responsibilities and Skills Used

Job Title \_\_\_\_\_

Employer's Name and Address

Supervisor's Name \_\_\_\_\_

Date Started \_\_\_\_\_

Date Ended \_\_\_\_\_

Description of Responsibilities and Skills Used

**Your Personal Data**

Awards, Honors and Special Achievements

Hobbies and Special Interests

Foreign Languages \_\_\_\_\_

Organizations and Offices Held

Volunteer Work \_\_\_\_\_

**Your References** List educational, employment and character references.

**(1.) Educational Reference: (for recent graduates)**

Name and title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_