

RESUMÉ ROUGH DRAFT WORKSHEET

Name (First and Last) _____

Street Address _____

City _____ Province _____ Postal Code _____

Phone number _____ Email Address _____

OBJECTIVE

WORK EXPERIENCE

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EDUCATION

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HEADING 4

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HEADING 5

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HEADING 6

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REFERENCES

Name _____ Title _____

Phone number _____ Email Address _____

Name _____ Title _____

Phone number _____ Email Address _____

Name _____ Title _____

Phone number _____ Email Address _____

Notes:

- Once you have filled out this document, figure out what you won't need to include in your final copy (ex. lines, headings, etc.)
- Compare what you have entered to the "Resumé Sample" and/or "Resumé Tips" documents to see what your final copy should look like
- You may choose to type your information into the "Resumé Sample" document, but make sure that your formatting (Spacing, font, etc.) is consistent
- This document is on multiple pages so you have some room to fill in your content. Remember that your final document should not exceed two pages.

