

RESUMÉ ROUGH DRAFT WORKSHEET

Name (First and Last) _____

Street Address _____

City _____ Province _____ Postal Code _____

Phone number _____ Email Address _____

OBJECTIVE

WORK EXPERIENCE (Space provided for two entries, but one or more than two are possible!)

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EDUCATION (If you have taken a course outside of school, you may add another entry!)

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HEADING 4 (e.g. Volunteer Experience)

HEADING 5 (e.g. Skills)

HEADING 6 (e.g. Awards and Certifications or Hobbies and Interests)

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 (e.g. 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.

