

RESUMÉ ROUGH DRAFT WORKSHEET

Name (First and Last) _____

Street Address _____

City _____ Province _____ Postal Code _____

Phone number _____ Email Address _____

OBJECTIVE (Write an objective if you know what job you are hoping to apply for.)

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 ? Certifications? Hobbies?)

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.)
- Access the **Resume Sample** document on contact360.ca/resources/employability to create a good copy
- 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.

