

**FUNCTIONAL OR COMBINATION  
RÉSUMÉ WORKSHEET**

YOUR NAME \_\_\_\_\_

YOUR STREET \_\_\_\_\_

YOUR CITY, STATE, ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK/MESSAGE PHONE \_\_\_\_\_

**CAREER OBJECTIVE**

\* \_\_\_\_\_

**RELEVANT SKILLS,**

\* \_\_\_\_\_

**ABILITIES AND**

\* \_\_\_\_\_

**SPECIAL TRAINING**

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**WORK EXPERIENCE: (list present or most recent job first)**

**Job Title:** \_\_\_\_\_

**Company Name and Address:** \_\_\_\_\_

**Dates: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Duties and Responsibilities:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Company Name and Address:** \_\_\_\_\_

**Dates: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Duties and Responsibilities:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Company Name and Address:** \_\_\_\_\_

**Dates: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Duties and Responsibilities:** \_\_\_\_\_

**WORK EXPERIENCE (cont'd)**

**Job Title:** \_\_\_\_\_

**Company Name and Address:** \_\_\_\_\_

\_\_\_\_\_

**Dates: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Duties and Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

**EDUCATION:**

**Name of College Attended:** \_\_\_\_\_ **Major/Degree:** \_\_\_\_\_

**City, State:** \_\_\_\_\_ **Year Graduated:** \_\_\_\_\_

**Name of Vo-Tech attended:** \_\_\_\_\_ **Certificate:** \_\_\_\_\_

**City, State:** \_\_\_\_\_ **Year Graduated:** \_\_\_\_\_

**Name of High School Attended:** \_\_\_\_\_ **Graduate: Yes No**

**City, State:** \_\_\_\_\_ **Year Graduated:** \_\_\_\_\_

**SPECIAL TRAINING/SKILLS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**REFERENCES:** Suggestions: Available upon Request (Be sure to get permission from the individual first)

<b>WORK:</b>	<b>PERSONAL:</b>
Name: _____ Title: _____ Company: _____ Address: _____ City, State, Zip: _____ Telephone: _____ E-mail: _____	Name: _____ Address: _____ City, State, Zip: _____ Telephone: _____ E-mail: _____
Name: _____ Title: _____ Company: _____ Address: _____ City, State, Zip: _____ Telephone: _____ E-mail: _____	Name: _____ Address: _____ City, State, Zip: _____ Telephone: _____ E-mail: _____
Name: _____ Title: _____ Company: _____ Address: _____ City, State, Zip: _____ Telephone: _____ E-mail: _____	Name: _____ Address: _____ City, State, Zip: _____ Telephone: _____ E-mail: _____