

RESUME WORKSHEET

Name: _____

Address: _____

City, State, Zip: _____

Phone/Cell/Message #: _____

Skills/Personal Qualities:

Include anything that makes you a good employee: skills, personality traits, etc. (years of caregiver experience, reliable, caring, hard working, good people skills, fast learner, friendly, bilingual, etc.)

- _____
- _____
- _____
- _____
- _____
- _____

Work History:

Company: _____ City/State: _____

Dates (Years): _____ Position: _____

Duties: _____

Company: _____ City/State: _____

Dates (Years): _____ Position: _____

Duties: _____

Company: _____ City/State: _____

Dates (Years): _____ Position: _____

Duties: _____

Education:

Name of School: _____ City/State: _____

Type of Training: _____ Dates (Years): _____

Name of School: _____ City/State: _____

Type of Training: _____ Dates (Years): _____

High School/GED: _____

City/State: _____ Year Graduated/GED: _____