

# North Central Career Centers

100 Erdman Way, Leominster, MA 01453

978-534-1481

25 Main Street, Gardner, MA 01440

978-632-5050

## RESUME WORKSHEET

NAME: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### PROFESSIONAL PROFILE/ SUMMARY or JOB TITLE

(May use [www.o-net.com](http://www.o-net.com) to search occupations to match/find career skills/abilities)

---

---

---

---

---

The form may also be used to collect data to complete job applications online or in person.

Updated 7/2015

# WORK HISTORY

List work experience going back a minimum of ten years.

May use O\*NET Website to search for occupational tasks and work activities.

<b>#1) EMPLOYER:</b>		<b>PHONE:</b>
<b>JOB TITLE:</b>		
<b>ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>SUPERVISOR NAME:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<b>START DATE:</b>	<b>END DATE:</b>	
<b>REASON FOR LEAVING:</b>		
<b>START PAY:</b>	<b>END PAY:</b>	
<b>#2) EMPLOYER:</b>		<b>PHONE:</b>
<b>JOB TITLE:</b>		
<b>ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>SUPERVISOR NAME:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<b>START DATE:</b>	<b>END DATE:</b>	
<b>REASON FOR LEAVING:</b>		
<b>START PAY:</b>	<b>END PAY:</b>	

# WORK HISTORY Continued

<b>#3) EMPLOYER:</b>		<b>PHONE:</b>
<b>JOB TITLE:</b>		
<b>ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>SUPERVISOR NAME:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<b>START DATE:</b>	<b>END DATE:</b>	
<b>REASON FOR LEAVING:</b>		
<b>START PAY:</b>	<b>END PAY:</b>	
<hr/>		
<b>#4) EMPLOYER:</b>		<b>PHONE:</b>
<b>JOB TITLE:</b>		
<b>ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>SUPERVISOR NAME:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<b>START DATE:</b>	<b>END DATE:</b>	
<b>REASON FOR LEAVING:</b>		
<b>START PAY:</b>	<b>END PAY:</b>	

# EDUCATION HISTORY

<b>#1) SCHOOL NAME:</b>	<b>START DATE:</b>
<b>SCHOOL ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>END DATE:</b>
<b>MAJOR:</b>	
<b>DEGREE:</b>	
<b>RELEVANT COURSEWORK:</b>	
<b>#2) SCHOOL NAME:</b>	<b>START DATE:</b>
<b>SCHOOL ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>END DATE:</b>
<b>MAJOR:</b>	
<b>DEGREE:</b>	
<b>RELEVANT COURSEWORK:</b>	

# PROFESSIONAL DEVELOPMENT

<b>TITLE:</b>	<b>SPONSOR:</b>	<b>DATE:</b>
<b>TRAINING TOPICS:</b>		<b>CERTIFICATE AWARDED:</b>

<b>TITLE:</b>	<b>SPONSOR:</b>	<b>DATE:</b>
<b>TRAINING TOPICS:</b>		<b>CERTIFICATE AWARDED:</b>

<b>TITLE:</b>	<b>SPONSOR:</b>	<b>DATE:</b>
<b>TRAINING TOPICS:</b>		<b>CERTIFICATE AWARDED:</b>

# VOLUNTEER EXPERIENCE

May use O\*NET Website to search for occupational work activities and values.

<b>#1) ORGANIZATION:</b>		<b>PHONE:</b>
<b>ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>CONTACT NAME:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<b>START DATE:</b>	<b>END DATE:</b>	
<b>#2) ORGANIZATION:</b>		<b>PHONE:</b>
<b>ADDRESS (STREET, CITY, STATE, ZIP):</b>	<b>CONTACT NAME:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<b>START DATE:</b>	<b>END DATE:</b>	

**REFERENCES:** Are not used on Resume; may be as attachment  
and/or used to complete application online or in person

#1) NAME:

TITLE:

PHONE:

EMPLOYER:

E-MAIL:

ADDRESS (STREET, CITY, STATE)

#2) NAME:

TITLE:

PHONE:

EMPLOYER:

E-MAIL:

ADDRESS (STREET, CITY, STATE)

#3) NAME:

TITLE:

PHONE:

EMPLOYER:

E-MAIL:

ADDRESS (STREET, CITY, STATE)

#4) NAME:

TITLE:

PHONE:

EMPLOYER:

E-MAIL:

ADDRESS (STREET, CITY, STATE)