

# Resume Outline Worksheet

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**Name**

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**Street Address**

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**City, State, Zip Code**

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**Telephone Number**  
(no cell phone number or beeper)

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**Objective**  
(write a statement about the type of job you are seeking)

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**Summary**  
(Write a paragraph about you, describing your skills and abilities)

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**Skills and Strengths**  
(Make a list. Use the checklist from your Self-Assessment.)

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**Education/Awards/Honors**  
(High school, School awards, School honors)

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**Work Experience**  
(List the name of the company, city, state, and the dates worked)

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(Job #1)

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(Job #2)

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(Job #3)

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**Job Duties Performed**  
(List the job title and all the duties performed at each job)

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(Job #1)

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(Job #2)

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(Job #3)

**Community Involvement/Volunteer Work**  
(List the name of place worked and the duties performed)

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