

Name: \_\_\_\_\_

## Resume Prep Worksheet

**Have this worksheet completed and with you for our next class.**

Work Experience:

Make a list of all jobs that you have had in which you were paid  
Include: Dates worked, company name, job title, duties

Education:

Make a list of all activities, sports, awards, etc. from your time in high school.

Key Skills:

Make a list of all technical and soft skills you have that you believe will make your resume look good.

Volunteer:

Make a list of all volunteer hours you have worked during your high school career.

Include: Dates worked, organization, duties