

**Fill in the Blank Resume Form**

\_\_\_\_\_   
 your name, capitalized, boldfaced and 16 pt. font

\_\_\_\_\_   
 street address

\_\_\_\_\_   
 town, zip code

\_\_\_\_\_   
 phone number

\_\_\_\_\_   
 email address

I am a \_\_\_\_\_

I am looking for \_\_\_\_\_

**EDUCATION** (each heading should be in capital letters and boldfaced)

Class of \_\_\_\_\_, \_\_\_\_\_ (name of institution), \_\_\_\_\_,

Major area of study (or coursework): \_\_\_\_\_

**WORK EXPERIENCE** (list any job you have held) \_\_\_\_\_ -

\_\_\_\_\_ job title business name, location, dates

\_\_\_\_\_ describe your position

duties and skills learned using key verbs \_\_\_\_\_ - \_\_\_\_\_

**SKILLS**

\_\_\_\_\_ (list languages, computer skills etc.)

**COMMUNITY ACTIVITIES** (volunteer work, etc.) \_\_\_\_\_

(\_\_\_\_\_) activity number of years \_\_\_\_\_

(\_\_\_\_\_) AWARDS (list any awards or special recognition you have received)

\_\_\_\_\_ - \_\_\_\_\_

**INTERESTS** (list a few of your hobbies if pertinent)

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

\_\_\_\_\_

\_\_\_\_\_