

Heritage College & Seminary Resume Worksheet

This worksheet is designed for those who are starting to build or re-build a resume from scratch. Fill out the sections below in order to help you craft your resume. Use our Resume Guide to help you put together your resume after completing the worksheet.

Contact Information

Name: _____

City and Province where you reside: _____

Phone Number: _____

Email Address: _____

LinkedIn URL (optional): _____

Education

School you attended: _____

Degree: _____

Major/Minor: _____

Graduation date or anticipated graduation date: _____

GPA (if you have graduated): _____

School you attended: _____

Degree: _____

Major/Minor: _____

Graduation date or anticipated graduation date: _____

GPA (if you have graduated): _____

School you attended: _____

Degree: _____

Major/Minor: _____

Graduation date or anticipated graduation date: _____

GPA (if you have graduated): _____

What are some possible jobs/fields of work that you are interested in?

Work History

Fill out the information below for your past or current jobs that are most relevant to the types of jobs you have noted above. You may include both paid and volunteer work.

Company Name: _____

Dates of Employment (month and year): _____

Job Title: _____

Responsibilities/Accomplishments: _____

Skills you used or gained in this role: _____

Company Name: _____

Dates of Employment (month and year): _____

Job Title: _____

Responsibilities/Accomplishments: _____

Skills you used or gained in this role: _____

Company Name: _____

Dates of Employment (month and year): _____

Job Title: _____

Responsibilities/Accomplishments: _____

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Job Title: _____

Responsibilities/Accomplishments: _____

Skills you used or gained in this role: _____

Company Name: _____

Dates of Employment (month and year): _____

Job Title: _____

Responsibilities/Accomplishments: _____

Skills you used or gained in this role: _____

Additional Skills/Certifications (optional)

List any additional skills or certifications you have obtained: _____

Awards

List any academic or non-academic awards you have received: _____

Experiences/Interests

List any additional experiences or interests you have that may be relevant to the type of job you are applying for: _____
