Resume Worksheet

Fill this in first, then copy it into your Canva resume template.

1. Contact

Name: _____

Phone: _____

Email: _____

City, State: _____

LinkedIn or portfolio: _____

2. Target job

Job title I want: _____

Top 3 keywords from the posting: _____

3. Summary (2 or 3 lines)

_____

_____

_____

4. Skills and tools

_____

_____

_____

5. Education and certifications

School and diploma or degree: _____

Year: _____

Certificates or licenses: _____

Work Experience

Bullet formula: action word + task + result (add a number if you can)

Job 1

Job title: _____

Employer and city: _____

Dates (month and year): _____

- _____
- _____
- _____

Job 2

Job title: _____

Employer and city: _____

Dates (month and year): _____

- _____
- _____
- _____

Job 3

Job title: _____

Employer and city: _____

Dates (month and year): _____

- _____
- _____
- _____

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