



Larimer County Workforce Center

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Core Resume Worksheet

If you find it helpful, use this worksheet to collect your information before you begin typing.

Header Section (don't label this section):

Full Name: _____

Address: _____

Phone (only one): _____

Email: _____

Objective Section (don't label this section):

Job Title _____

Professional Highlights Section (don't label this section) 3-5 skill sets, qualities, or traits that are pertinent to the job title:

1. _____
2. _____
3. _____
4. _____
5. _____

Experience (only include 10-15 years of work history, most recent first)

Most Recent Job Title: _____

Company Name: _____

City and State where you worked: _____

Years you worked there (i.e. 2010-2011, 2013, 20012-present,): _____

3-5 Value Added skills Statements:

1. _____
2. _____
3. _____
4. _____
5. _____



Next Most Recent Job Title: _____

Company Name: _____

City and State where you worked: _____

Years you worked there (i.e. 2010-2011, 2013, 20012-present): _____

3-5 Value Added skills Statements:

1. _____
2. _____
3. _____
4. _____
5. _____

Next Most Recent Job Title: _____

Company Name: _____

City and State where you worked: _____

Years you worked there (i.e. 2010-2011, 2013, 20012-present): _____

3-5 Value Added skills Statements:

1. _____
2. _____
3. _____
4. _____
5. _____

Next Most Recent Job Title: _____

Company Name: _____

City and State where you worked: _____

Years you worked there (i.e. 2010-2011, 2013, 20012-present): _____

3-5 Value Added skills Statements:

1. _____
2. _____
3. _____
4. _____
5. _____

Education/Training (only include what is related to job objective, most recent first)

Institution name, city, state: _____

Kind of education (degree/certificate/license/course work): _____

Institution's name, city, state: _____

Kind of education (degree/certificate/license/course work): _____