

Skills Based Resume Worksheet

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Position You Are Applying For: _____

Knowledge, ability, or experience you possess that demonstrates you have what the employer is looking for:

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-
-

Please list 3 skill sets/areas of expertise needed for someone to be successful in the position you are applying for. (I.E. Customer Service, Administrative Support, Food Prep, Equipment Operation, Landscaping, Teamwork)

Below each skill set, list a *minimum* of 3 experiences/accomplishments that demonstrate you have what the employer is looking for. Be specific and provide examples.

Skill Set #1: _____

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Skills Based Resume Worksheet, cont.

Skill Set #2: _____

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Skill Set #3: _____

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-
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Please list the last 5-15 years of work experience starting with the most recent:

Job Title:

Company name & city/state:

Dates worked:

Skills Based Resume Worksheet, cont.

Job Title:

Company name & city/state:

Dates worked:

Job Title:

Company name & city/state:

Dates worked:

Job Title:

Company name & city/state:

Dates worked:

Job Title:

Company name & city/state:

Dates worked:

Education:

School name & city/state:

Diploma/degree received:

Please turn in completed worksheet to the Workforce Center Front Desk to have your resume typed up and saved to your Connecting Colorado profile.