**Evergrowth Coach LLC**

Resume Worksheet

Please complete this worksheet to the best of your ability. Provide as much information as possible and don’t worry about spelling, grammar, or making anything sound fancy.

That’s what I’m here for!

|  |
| --- |
| Personal Information |
| Last Name |  | First |  | M.I. |  |
| Street Address |  | Apartment/Unit # |  |
| City |  | State |  | ZIP |  |
| Phone |  | E-mail Address |  |
| What type job are you seeking (ie: project manager, welder, etc.)? Give a general statement about you and your major objective in the job search. (Please do not worry about being eloquent in this section – this helps me create the summary statement for your resume.) |
| Military Service |
| Branch |  | From |  | To |  |
| MOS/AFSC |  | Type of Discharge |  |
| Employment History |
| Present Employer or Most Recent Employer:  |
| City |  | State |  | ZIP |  |
| Start Date: |  | End Date: |  |
| Position Held (Title) |  |
| Description of job and your accomplishments: (What were your daily general duties for this position? Did you supervise and/or mentor others? How many? Were you responsible for the management of a specific dollar amount? Did you instruct/train others? What did you train them in? Did you conduct inventory of items? How much $ do you estimate those items were worth? Were you assigned to any special projects during this time? Feel free to provide as much information as possible here.) |
| Next Most Recent Employer:  |
| City |  | State |  | ZIP |  |
| Start Date: |  | End Date: |  |
| Position Held (Title) |  |
| Description of job and your accomplishments. |
| Next Most Recent Employer:  |
| City |  | State |  | ZIP |  |
| Start Date: |  | End Date: |  |
| Position Held (Title) |  |
| Description of job and your accomplishments. |
| Next Most Recent Employer:  |
| City |  | State |  | ZIP |  |
| Start Date: |  | End Date: |  |
| Position Held (Title) |  |
| Description of job and your accomplishments. |
| Next Most Recent Employer:  |
| City |  | State |  | ZIP |  |
| Start Date: |  | End Date: |  |
| Position Held (Title) |  |
| Description of job and your accomplishments. |
| Next Most Recent Employer:  |
| City |  | State |  | ZIP |  |
| Start Date: (mm/yy) |  | End Date:(mm/yy) |  |
| Position Held (Title) |  |
| Description of job and your accomplishments. |
| Education |
| High School (only if no college) |  | Address |  |
| From |  | To |  | Did you graduate? | YES ☐ | NO ☐ | Degree |  |
| College |  | Address |  |
| From |  | To |  | Did you graduate? | YES ☐ | NO ☐ | Degree |  |
| Graduate School |  | Address |  |
| From |  | To |  | Did you graduate? | YES ☐ | NO ☐ | Degree |  |
| Technical School |  | Address |  |
| From |  | To |  | Did you graduate? | YES ☐ | NO ☐ | Degree |  |
| Other |  | Address |  |
| From |  | To |  | Did you graduate? | YES ☐ | NO ☐ | Degree |  |
|  |
| Awards/Honors/Achievements |
| *Please list any relevant information below.*  |
|  |
| Skills or qualifications |
| *Please list any relevant skills or qualifications that you believe would be beneficial for future employment.* |
|  |
| Other job skills/licenses/certificates/training |
| *Please list any relevant skills to include computer systems, software, technical skills, secretarial skills, machinery skills, licenses, etc.* |
|  |
| volunteer information |
| City |  | State |  | ZIP |  |
| Start Date: (mm/yy) |  | End Date:(mm/yy) |  |
| Volunteer Title |  |
| Description of job and your accomplishments during volunteer time. |
| Other information |
| *Please list any relevant information that you feel would be beneficial for me to know in order to complete your resume.*  |
|  |
| end of worksheet |