CCBC CAREER SERVICES RÉSUMÉ WORKSHEET

STUDENT SERVICES CENTER BUILDING - UPPER LEVEL

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YOU MUST PROVIDE JOB DESCRIPTIONS FOR EACH POSITION.

STEP 1.

For assistance with "JOB DESCRIPTIONS", please visit: www.onetonline.org

STEP 2.

ONCE THERE, GO TO: "FIND OCCUPATIONS". IN THE OPEN SEARCH BLOCK, SIMPLY TYPE THE TITLE OF YOUR JOB. A LISTING OF JOB DUTIES WILL APPEAR. CHOOSE THE ONES THAT APPLY TO YOU.

Remember to only include job duties you can comfortably discuss during a job interview.

Name Address City, State, Zip
Address City, State, Zip
City, State, Zip
Student ID
Main Phone Number
Additional Phone Number
E-mail Address

Professional Skills	
Computer Skills	
Other Skills	
Additional Training	
(Clinical, Etc.)	
LIST ANY CURRENT:	
Certifications	
Clearances	
Licenses	

*** LIST MOST RECENT FIRST ***

COLLEGE EDUCATION

College Name	
City/State	
Degree	
Major	
Date of Graduation	
Honors/Activities	
College Name	
City/State	
Degree	
Major	
Date of Graduation	
Honors/Activities	
College Name	
City/State	
Degree	
Major	
Date of Graduation	
Hanang/A ativities	

>>> Please Note <<<

If you would like to copy and print job descriptions from O*Net on a separate sheet of paper and attach them to your Résumé Worksheet, that is fine. Just be sure to designate which job duties apply to which job, and only highlight the ones you want to include on your résumé.

*** LIST MOST RECENT FIRST ***

WORK HISTORY

Company Name	
City/State	
Job Title	
Start Date (Month/Year)	
End Date (Month/Year)	
Job Description	
_	
Company Name	
City/State	
Job Title	
Start Date (Month/Year)	
End Date (Month/Year)	
Job Description	
_	
Company Name	
City/State	
Job Title	
Start Date (Month/Year)	
End Date (Month/Year)	
Job Description	
_	

WORK HISTORY (CONTINUED)

ı				
Company Name				
City/State				
Job Title				
Start Date (Month/Year)				
End Date (Month/Year)				
Job Description				
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MILITARY SERVICE (OPTIONAL)				
Branch of Service				
Location				
Date of Service (Start/End)				
Position				
Duties				
Volunteer Work				
(Some employers look for this, so list it				
if you did any volunteer work)				
ADDITI	ONAL INFORMATION OR QUESTIONS			