

**Office of Career Services**  
Joliet Junior College  
www.jjc.edu/info/careers

**RESUME WORKSHEET**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Use a professional voice mail message and E-mail address  
We recommend using your JJC email address

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**OBJECTIVE**

\_\_\_\_\_  
\_\_\_\_\_

What type of position are you seeking?

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**EDUCATION**

COLLEGE #1 \_\_\_\_\_ LOCATION \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

DEGREE \_\_\_\_\_ DATE GRANTED / EXPECTED \_\_\_\_\_

MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_ GPA \_\_\_\_\_

List your most recent college (JJC) first

Only include a GPA of 3.0 or higher on your resume

COLLEGE #2 \_\_\_\_\_ LOCATION \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

DEGREE \_\_\_\_\_ DATE GRANTED / EXPECTED \_\_\_\_\_

MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_ GPA \_\_\_\_\_

Only include high school if you are a recent graduate

**WORK EXPERIENCE**

List your most recent employer first

EMPLOYER #1 \_\_\_\_\_ CITY / STATE \_\_\_\_\_

DATE OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE \_\_\_\_\_

**DUTIES / RESPONSIBILITIES**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Use action words

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EMPLOYER #2 \_\_\_\_\_ CITY / STATE \_\_\_\_\_

DATE OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE \_\_\_\_\_

**DUTIES / RESPONSIBILITIES**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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EMPLOYER #3 \_\_\_\_\_ CITY / STATE \_\_\_\_\_

DATE OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE \_\_\_\_\_

**DUTIES / RESPONSIBILITIES**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**ACADEMIC ACHIEVEMENTS, AWARDS,  
HONORS**

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**CERTIFICATIONS, LICENSES**

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**COMMUNITY SERVICE, VOLUNTEER  
ACTIVITIES**

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**COMPUTER SKILLS**

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**CLASSES DIRECTLY RELATED TO  
JOB OBJECTIVE**

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**LANGUAGES SPOKEN**

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**CLUBS, ORGANIZATIONS, ATHLETIC  
TEAMS**

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**OTHER SPECIAL SKILLS**

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