



How to use this Worksheet Planner

Your teacher or parent can help you identify special traits that you may not think of when brainstorming your skills and experiences. You can also use the **Work Experience and Transferable Skills Resource** to give you some ideas.

Resume Worksheet Planner

Name _____

Address _____

City _____ Province _____ Postal Code _____

Home phone _____

Cell number (if available) _____ Email address _____

Qualifications and Skills (What are your strengths? What would make you a good employee?)

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

Work History

(Include paid work and volunteer work, like baby-sitting, cutting lawns, and Co-Op counts as experience!)

Start with your most recent job.

Job Title: _____

Company Name: _____

Company Location (e.g. Mississauga) _____

Paid or volunteer? _____

Dates Worked: _____

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Work History (continued)

What did you do at this job?

List your tasks (*operated a cash register, helped pack bags or boxes, washed dishes, restocked shelves took telephone orders.*)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Job Title: _____

Company Name: _____

Company Location (e.g. Mississauga) _____

Paid or volunteer? _____

Dates Worked: _____

What did you do at this job? List your tasks

(*operated a cash register, helped pack bags and boxes, washed dishes, restocked shelves.*)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Education and Training

(Include information such as Baby-Sitting Courses, First Aid, Computer training, Apprenticeship Certifications, Specialist High Skills Major certifications.)

Current High School Name: _____

School Location: _____

Current grade: _____

1) Certificate/Diploma/Course Name: _____

School Name: _____

School Location: _____

Date obtained: _____

1) Certificate/Diploma/Course Name: _____

School Name: _____

School Location: _____

Date obtained: _____

1) Certificate/Diploma/Course Name: _____

School Name: _____

School Location: _____

Date obtained: _____

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Education and Training (continued)

List any vocational classes
(e.g. woodworking, hairdressing, green industries) and any awards or achievements (e.g. merit certificates)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Do you have any hobbies or special interests?
(e.g. helping younger students, fixing cars, participating on teams or clubs)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

List any involvement with special committees or events (e.g. in school or the community)

Committee Name or Event Title	What did you do?	When did it occur?