

# Resume Worksheet

Choctaw Nation Career Development  
866-933-2260 | [www.choctawcareers.com](http://www.choctawcareers.com)

**Heading** Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

**Who/What are you? What is your profession? What job title do you want?**

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**What Professional Skills/Qualifications, Accomplishments, or Transferrable Skills do you have in/for this field?**

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**What Certifications/Licensures do you hold? (list dates earned and/or expiration dates)**

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**What Strengths, Achievements, or Honors do you have that are relevant to the job you are seeking?**

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**What Character Traits, Employability Skills, or Work Ethics do you have that will be beneficial to this job?**

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**List memberships, community involvement, or volunteer activities that you have participated in.**

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\*\* Please list any and all things that show evidence of your skills, abilities, knowledge, training, etc., which will benefit your future employer and match the job description for the position you are seeking. These will be arranged & re-arranged on the resume to emphasize your best qualifications for each different position you seek.

**Work Experience** (list most recent position first – only list jobs within the past 10 years)

**Job Title:** \_\_\_\_\_ **City, State:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Start & End Dates:** (MM/YYYY) \_\_\_\_\_ to \_\_\_\_\_

**Description:** (list skills & accomplishments at this job that are applicable to the job you are seeking)

**Job Title:** \_\_\_\_\_ **City, State:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Start & End Dates:** (MM/YYYY) \_\_\_\_\_ to \_\_\_\_\_

**Description:** (list skills & accomplishments at this job that are applicable to the job you are seeking)

**Job Title:** \_\_\_\_\_ **City, State:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Start & End Dates:** (MM/YYYY) \_\_\_\_\_ to \_\_\_\_\_

**Description:** (list skills & accomplishments at this job that are applicable to the job you are seeking)

(list additional positions on back of this page if needed)

**Education & or Training** (list in reverse chronological order)

**Degree or Certification/License Earned:** \_\_\_\_\_

**School or Training Facility & Program:** \_\_\_\_\_

**City & State:** \_\_\_\_\_ **Date Earned:** \_\_\_\_\_

**Degree or Certification/License Earned:** \_\_\_\_\_

**School or Training Facility & Program:** \_\_\_\_\_

**City & State:** \_\_\_\_\_ **Date Earned:** \_\_\_\_\_

**Degree or Certification/License Earned:** \_\_\_\_\_

**School or Training Facility & Program:** \_\_\_\_\_

**City & State:** \_\_\_\_\_ **Date Earned:** \_\_\_\_\_

(list additional education information on back of this page if needed)

**List any additional information/skills that could be beneficial to an employer** (i.e. are you bi-lingual, have you earned safety awards, have you been recognized for excellent attendance, teamwork, or customer service skills?)

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

**References** (A list of at least 3 professional references will be typed on a separate page)

Examples of good references: Adults who are past employers/managers/supervisors, teachers/instructors, community leaders, co-workers, other adults who know about your character and work performance/ethic.

\*\* Never list a person as a reference without his/her express permission.

Reference Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Company: \_\_\_\_\_ Ph #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST & ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Company: \_\_\_\_\_ Ph #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST & ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Company: \_\_\_\_\_ Ph #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST & ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

**Choctaw Career Development – Employment Services**

Career Development’s [Academic & Employment Services Team](#) is here to support you as you work toward a successful career! We provide an array of services for our members including [academic support & enhancement](#), tutoring, academic assessments, test preparation, job search strategies, resume preparation, interview preparation, and employment application assistance, as well as [HireChoctaws.com](#), our online job board.

**Resume Development & Job Search Resources:** <http://choctawcareers.com/jobs/>

**For one-on-one assistance with your job search, contact your Employment Services Specialist at 866-933-2260.**

