

**Lynchburg City Schools  
Resume Worksheet**

**Personal Information:**

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Additional Phone: (\_\_\_\_) \_\_\_\_\_

Temporary address/phone: \_\_\_\_\_

**Education:** (Most recent first)

| School | Address | Dates Attended | Course of study | Diploma type |
|--------|---------|----------------|-----------------|--------------|
|        |         |                |                 |              |
|        |         |                |                 |              |
|        |         |                |                 |              |

**Activities and interests:**

Clubs: \_\_\_\_\_

Offices held: \_\_\_\_\_

Awards Received: \_\_\_\_\_

Honors: \_\_\_\_\_

Other Interests: \_\_\_\_\_

**Work experience:** (Most recent work experiences first. Include Volunteer experiences)

| Job Title | Business Name | Dates Worked | Duties |
|-----------|---------------|--------------|--------|
|           |               |              |        |
|           |               |              |        |
|           |               |              |        |
|           |               |              |        |

**Work Skills:** (tools you can use, procedures you know, work habits that make you a good worker)

\_\_\_\_\_

\_\_\_\_\_

**References:**

|                           |                           |
|---------------------------|---------------------------|
| _____                     | _____                     |
| (Name, Job Title)         | (Name, Job Title)         |
| _____                     | _____                     |
| (Company or Organization) | (Company or Organization) |
| _____                     | _____                     |
| (City, State, ZIP)        | (City, State, ZIP)        |
| _____ ( ) _____           | _____ ( ) _____           |
| (Phone)                   | (Phone)                   |
| _____                     | _____                     |
| (Name, Job Title)         | (Name, Job Title)         |
| _____                     | _____                     |
| (Company or Organization) | (Company or Organization) |
| _____                     | _____                     |
| (City, State, ZIP)        | (City, State, ZIP)        |
| _____ ( ) _____           | _____ ( ) _____           |
| (Phone)                   | (Phone)                   |