

RESUME HELPER CHECKLIST

Use this checklist to make notes for your final resume.

Name			
Credentials			
Mailing Address			
Email Address(es)			
Phone Numbers:	(All available numbers that you can answer reliably)		
Home:			
Cell:			
Work:			
Fax:			
Education:			
School Name:			
City and State:			
Degree Completed:			
Dates Attended:			
Present & Previous Jobs:	List all relevant jobs.		
Name of facility:			
City, State			
Job title:			
Date you were hired:			
What do/did you do in this position?			
Describe your special accomplishments in this position?			