

## Resume Building Worksheet

List **any** and all work experience you have ever completed (Whether it be a 'real job' or not. For example, cleaning your room or the whole house, yard work, dog walking, babysitting, etc...) If you have more than 3 experiences, choose the 3 most important ones to you.

Work Experience 1

Work Experience 2

Work Experience 3

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Now, for each experience, brainstorm every single action you completed while completing these jobs. Just write down everything you did from start to finish. **No detail is too small or insignificant.**

Actions

Actions

Actions

Now, list **any** and all clubs, sports, activities, hobbies or anything else you do outside of work. If you have more than 3 activities, choose the 3 most important ones to you.

Activity 1

Activity 2

Activity 3

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Now, for each activity, brainstorm every single action you complete while doing these activities. Just write down everything you do while engaged in these activities. **No detail is too small or insignificant.**

Actions

Actions

Actions