

# RESUME INFORMATION SESSION

**EVERY THIRD TUESDAY  
2:00 PM TO 3:00 PM**

- What to include in the resume
- What NOT to include
- What employers want to see
- How to make your resume stand out



**Sacramento Works  
Florin Job Center**  
3801 Florin Road  
Sacramento, CA 95823  
(916) 282-0711

**FOR MORE INFORMATION:  
Debbie Coyne  
(916) 352-7827  
Debbie.Coyne@seta.net**

Register on  
**[www.caljobs.ca.gov](http://www.caljobs.ca.gov)**  
and complete a  
**resume worksheet**  
to attend!

Limit of 8 attendees  
per session

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities. Call 711 for relay services.

 **SETA**  
**Sacramento Works**

# RESUME WORKSHEET

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
City, State

**OBJECTIVE:** To obtain a \_\_\_\_\_ position with \_\_\_\_\_.  
Job Title Company Name

## SKILLS & ABILITIES (Technical Skills, Action Phrases, Verbs)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## EXPERIENCE (Past Jobs, Volunteer Experience, Community Service, etc. in chronological order)

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Start Date

to

\_\_\_\_\_  
End Date

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Start Date

to

\_\_\_\_\_  
End Date

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Start Date

to

\_\_\_\_\_  
End Date

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Start Date

to

\_\_\_\_\_  
End Date

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## EDUCATION

\_\_\_\_\_  
Full Name of School

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Degree (High School Diploma)

\_\_\_\_\_  
(Expected) Year of Completion

\_\_\_\_\_  
Full Name of School

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Degree (College Degree)

\_\_\_\_\_  
(Expected) Year of Completion