

RESUME WORKSHEET

(Use this worksheet to brainstorm ideas in the gathering of appropriate relevant information to construct your resume and in conjunction with the Resume Check-Off List)

CONTACT INFORMATION:

(Recommended that you keep at the top of your resume; have a professional phone message and email)

Name: _____ Phone: _____

City, State: _____ Email: _____

LinkedIn (optional): _____

GOAL/OBJECTIVE (OPTIONAL):

(i.e., "Seeking a paid computer science summer internship"; "A challenging entry-level marketing position that allows me to contribute my skills and experience in fund-raising for nonprofit organizations")

SUMMARY OF QUALIFICATIONS (OPTIONAL):

(Market yourself for position you are seeking; provide a list of your skills, abilities, competencies, trainings, etc. that you want the employer to know about you; i.e., "Well organized and focused in coordinating projects"; "Strong interpersonal, written and oral communications skills")

EDUCATION:

(List all degree and certificate programs that you have completed or that are in progress. Start with your most recent education first)

School: _____ City, State: _____

Degree & Major: _____ Email: _____

Minor: _____ Expected Graduation Date: _____

GPA (Optional 3.0 or higher): _____ (Month/Year)

Study Abroad Experience: _____

Special Recognition *(Dean's list, awards, honors, or other recognition you may have received)*

Relevant Coursework *(classes, projects, papers, etc.)*

EXPERIENCE:

(Related work, internships, volunteer/community service. Most recent experience first. Describe your job duties, responsibilities and accomplishments with action verbs)

Employer/Organization _____

City, State _____

Dates (Start Month/Year): _____ End (Month/Year): _____

Position/Title: _____

Job Duties, Responsibilities & Accomplishments Descriptions *(start with action verbs)*:

Employer/Organization _____

City, State _____

Dates (Start Month/Year): _____ End (Month/Year): _____

Position/Title: _____

Job Duties, Responsibilities & Accomplishments Descriptions *(start with action verbs)*:

Employer/Organization _____

City, State _____

Dates (Start Month/Year): _____ End (Month/Year): _____

Position/Title: _____

Job Duties, Responsibilities & Accomplishments Descriptions *(start with action verbs)*:

ACTIVITIES AND INTERESTS:

(Emphasize activities and interests that show leadership, initiative and/or pertain to your career interest; i.e., student organizations, professional associations, projects; include dates of membership, positions held, skills and abilities utilized)

SKILLS AND ABILITIES

(List proficiency in areas not outlined in your academic or experience sections. Include foreign languages, (note level of fluency), computer/technology skills, career/field related skills; i.e., techniques; use of specific instruments, etc.)

