

RESUME WORKSHEET

FORMAL NAME

Email

Present a Professional Image!

Present Address

Street
City, ST Zip
Home Phone
Cell

Current Address

Street
City, ST Zip
Home Phone
Cell

10-11-12
point font

OBJECTIVE:

Concise statement of your career goal, position sought, and related skills.

EDUCATION:

Name of Institution (spelled out), City, ST
Degree and Month/Year of Graduation
Major, Minor, Concentration
GPA: Overall and/or in Major (if ≥ 3.0 ; Indicate 4.0 scale)

Know the exact name of
your major!

List other schools attended and/or overseas academic experiences
(You usually do not include high school information after sophomore year in college)

Related Courses: List coursework that supports your objective and demonstrates knowledge

Computer Skills: List computer knowledge

Language Skills: List your language proficiencies

Study Abroad: Identify when and where you studied abroad

Other things you could include utilizing subheadings: licenses/certifications; publications/presentations; projects, etc.

EXPERIENCE:

Job Title, Name of Organization
City, ST Dates of employment

List job title, organization, location and
dates for all experiences related to the
objective

Ask yourself:

Who was
affected?
Why important?
What was the
result?
How did you do
it?

- Experience sections can include volunteer work, jobs, internships and relevant leadership positions (see following examples)
- Use bulleted statements to list your duties and responsibilities
- Give a brief description of duties and skills learned – highlight important aspects of position
- Use Action Verbs to describe duties performed, accomplishments and contributions
- Use numbers whenever possible (i.e. “Managed an annual budget of \$23,000”)
- You do not need to include every job you’ve ever had; list those experiences of most relevance

Don't
Undersell
Yourself!

ACTIVITIES:

List names and offices held of school and community organizations
Include function of organization and any major accomplishments or positions of leadership

HONORS & AWARDS:

Include academic scholarships/awards, athletic awards, honorary societies,
recognitions within organizations, etc. **THIS SECTION CAN ALSO GO UNDER EDUCATION.**

ADDITIONAL EXPERIENCE:

This could be volunteer work, extracurricular activities, etc.

Typically a .8”
to 1” margin

REFERENCES:

Have them ready, ON A SEPARATE SHEET OF PAPER, in case you are asked for them! If there is room,
feel free to put “Available Upon Request”