

Resume Writing 101:
Resume Worksheet

The first step to writing a resume is gathering all the important information. The worksheet below will help you to gather and organize this information that you will use later in the actual resume. Use this as a starting point; it is okay to write more than you will end up using. This worksheet is useful for any kind of resume you may choose to write. To make this exercise easier to complete, we suggest you PRINT these pages out and then fill them out. This makes it easier for you to identify sections for which you need to compile information..

1. PERSONAL INFORMATION

(First Name) (Middle Initial) (Last Name)

(Complete Street Address)

(City) (State) (Zip Code)

((Area Code)- Phone Number) (Work/Fax/Pager/Cellular Phone Numbers)

(E-Mail Address)

2. JOB OBJECTIVE(S)

3. EDUCATION

(Major Area of Study) (Minor) (Expected Date of Graduation) (G.P.A.)

(Full Name of College) (City) (State)

(Honors/Achievements – i.e. – Dean's List, scholarship awards, etc.)

(Activities – extracurricular, etc.)

4. CERTIFICATION/LICENSE

List any certifications, licenses and/or other qualifying credentials, including when and from where.

5. WORK EXPERIENCE

a) _____

(Job Title) (Dates employed)

(Name of Employment organization/Company)

(City) (State)

(Job Description – emphasize accomplishments & skills; begin each phrase with an ACTION VERB.)

b) _____

(Job Title) (Dates employed)

(Name of Employment organization/Company)

(City) (State)

(Job Description – emphasize accomplishments & skills; begin each phrase with an ACTION VERB.)

To list additional work experience, use a separate sheet of paper (utilizing the same format shown above).

6. INTERNSHIPS:

List any internship experiences (whether for pay or for college credit), including your responsibilities and skills developed that relate to your career goal.

7. VOLUNTEER WORK

List any community, charity, and campus activities which helped you develop skills transferable to other careers (e.g. - leadership, ability to work in teams, verbal and written communication skills.)

8. INTERESTS and ACTIVITIES (optional)

(Relevant Special Interests, Hobbies, Activities, etc.)

9. MILITARY SERVICE (If applicable)

10. SPECIAL SKILLS (optional)

(Language fluency, Computer Experience, etc.)

11. RELATED COURSE WORK

List up to 7 major or job-related courses by name (not by number). Use advanced courses where possible, rather than introductory courses.

12. TRAINING PROGRAMS

List any training programs, intensive workshops, and/or seminars which are **RELEVANT TO YOUR JOB OBJECTIVE.**

13. AFFILIATIONS (optional)

List any memberships in RELEVANT professional, community, and/or similar organizations.

14. REFERENCES

List names of people (former supervisors, co-workers, professors, etc.) who know your work and would give you a positive recommendation.

NOTES
