

RESUME WORKSHEET



POTENTIAL DATA

Review all POTENTIAL DATA in the following categories. CIRCLE what you want to include on your resume. Check to be sure that you do not leave out material that can “sell” you. Choose information that is relevant to the job/internship that you are applying for.

- Awards
(academic/service/performance)
- Activities
- Affiliations
(scholarly/professional/social associations)
- Certifications
- Community Service
- Computer Skills
- Conferences (attended or participated in)
- Coursework
- Credentials
- Degrees
- Education
- Employment
- Exhibitions
- G.P.A.
- Honors
- Interests
- Internships
- Language Skills
- Leadership roles
- Licenses
- Military history
- Presentations
- Publications
- Research
- Scholarships
- Sports
- Study Abroad/ Foreign Study
- Teaching/Tutoring
- Technical Skills
- Thesis/Special Projects
- Training
- Travel Experience
- Volunteer Experience
- Workshops

NOTES:

Use this form to help create and organize your resume.
Then, place the information in your preferred resume format: Chronological or Functional

Name: _____

Email Address: _____

Professional Website (if applicable): _____

Present Address:

Permanent Address:

Phone # _____

Phone # _____

OBJECTIVE: (INCLUDE AN OBJECTIVE ONLY IF YOU HAVE A SPECIFIC JOB OR GOAL IN MIND)

Example- Seeking a(n) position desired with specific kind of company where I can utilize my _____ and _____ skills along with my background/experience in _____.

PROFILE (SKILL SUMMARY/QUALIFICATIONS/HIGHLIGHTS)

Write 3 or 4 bullet statements that summarize why you would be good at your job OBJECTIVE. Each statement should be no longer than two lines. Your statements should highlight your **relevant strengths** and **applicable skills, knowledge, and experience**. You may include any *technical/computer skills* or *language skills* that the employer requires in this section. Prioritize your statements according to relevance.

- _____
- _____
- _____
- _____

EDUCATION: (after high school)

_____ (DEGREE in MAJOR)

_____ (date of expected graduation)

_____ (College, City, State)

Minor(s): _____

Relevant Coursework/Projects _____

Honors/Awards/Scholarships _____

EXPERIENCE:

(List **paid jobs, volunteer work, internships**, etc., starting with most recent and working in reverse chronological order)

Sample Format:

1) Position Title, Organization, City, State

Month/Yr – Month/Yr

List skills/strengths utilized, abilities, accomplishments, and completed projects.

Begin phrases with **ACTION VERBS**.

2) Position Title, Organization, City, State

Month/Yr – Month/Yr

List duties, skills/strengths utilized, abilities, accomplishments, and completed projects.
Begin phrases with **ACTION VERBS**.

3) Position Title, Organization, City, State

Month/Yr – Month/Yr

List duties, skills/strengths utilized, abilities, accomplishments, and completed projects.
Begin phrases with **ACTION VERBS**.

4) Position Title, Organization, City, State

Month/Yr – Month/Yr

List duties, skills/strengths utilized, abilities, accomplishments, and completed projects.
Begin phrases with **ACTION VERBS**.

5) Position Title, Organization, City, State

Month/Yr – Month/Yr

List duties, skills/strengths utilized, abilities, accomplishments, and completed projects.
Begin phrases with **ACTION VERBS**.

ACTIVITIES:

Position Title (if any), Organization

Month/Yr – Month/Yr

(You may include a brief description of your involvement in the activity)

HEADINGS:

The headings that you use depend on what you want to emphasize. You may decide to categorize your experience into "Relevant Experience" and "Additional Experience". Maybe you want to focus on your leadership experience, or your language proficiency, volunteer work, publications, or technical skills. You can CREATE your own headings.

Other headings may include:

Academic Achievements
Internships
Community Service
Volunteer Experience
Memberships
Professional Affiliations
Credentials
Sports
Military History

Leadership Experience
Technical Skills
Licenses and Certification
Professional Accomplishments
Publications
Scholarships
Professional Development
Computer/Technical Skills
Language Skills
Travel Experience.....etc.