

RESUME WORKSHEET

This worksheet does not follow any formal layout – it is designed to help you gather your information so you can edit and/or create an impactful resume afterwards.

[**Heading:** your contact information]

You have some creative control here but maintain professionalism and an easy-to-view layout.

*Use a **Larger Font** for your name (in **bold**).*

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Optional: LinkedIn public profile address (e.g. www.linkedin.com/in/iamaresume)

Optional [**Objective:** what you are looking for that they will want]

“Seeking a challenging and rewarding opportunity” is too general and generic. If you use an objective just be specific to the job or internship you’re seeking (e.g. “Seeking Quality Control Lab Technician (CLT-058143) at Kelly Scientific Resources.”)

Objective: _____

Optional [**Summary, Summary of Qualifications, or Profile Statement:** who you are professionally and what strengths you have to offer (particularly as they relate to the specific job or situation you’re applying for:

Summary of Qualifications:

[Work Experience]

Depending on the years of work experience you have, you may need to select only certain positions held that relate to the position you are applying for. You can still reference any positions held without going into excessive detail by including a paragraph that sums up other previous work experiences.

Most current employer: _____

City: _____ State: _____

Dates employed (*month and year*): _____ to _____

Job title: _____

Note key skills used and tout your accomplishments/results. Include your primary responsibilities/learning experience/knowledge gained:

- *Highlight areas of interest for the organization you are applying for*
 - *Describe any new systems or processes you suggested or instituted*
 - *What did you accomplish that you are very proud of?*
 - *How did the company benefit from your performance?*
 - *What actions did you take to accomplish your job-related responsibilities?*
 - *What skills/strengths did you use day-to-day?*
 - *How did you use those skills specifically?*
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-
-

Previous employer: _____

City: _____ State: _____

Dates employed (*month and year*): _____ to _____

Job title: _____

Note key skills used and tout your accomplishments/results. Include your primary responsibilities/learning experience/knowledge gained:

Previous employer: _____

City: _____ State: _____

Dates employed (*month and year*): _____ to _____

Job title: _____

Note key skills used and tout your accomplishments/results. Include your primary responsibilities/learning experience/knowledge gained:

Previous employer: _____

City: _____ State: _____

Dates employed (*month and year*): _____ to _____

Job title: _____

Note key skills used and tout your accomplishments/results. Include your primary responsibilities/learning experience/knowledge gained:

[Internship experience]

Internship Site: _____

City: _____ State: _____

Dates of internship (*month and year*): _____ to _____

Note key skills used and tout your accomplishments/results. Include your primary responsibilities/learning experience/knowledge gained:

[Volunteer/Community Activities]

Try to list those most applicable to the position you are applying for.

Activity: _____

City: _____ State: _____

Dates volunteered: _____

Note key skills used and tout your accomplishments/results. Include your primary responsibilities/learning experience/knowledge gained:

Activity: _____

City: _____ State: _____

Dates volunteered: _____

Note key skills used and tout your accomplishments/results. Include your primary responsibilities/learning experience/knowledge gained:

[Honors and Awards]

Educational, professional, other

[Licenses/Certifications]

[Military Experience]

Branch: _____

Dates served: _____ to _____

Highest rank achieved: _____

Type of discharge: _____

Achievements: _____

[Education:]

Name of institution: _____

Dates attended or graduation date: _____

GPA – (optional) if over 3.0 or requested by employer: _____

Degree/major: _____

Double major/minor: _____

Honors/awards/prizes/scholarships: _____

Key/relevant coursework/programs (*optional, but recommended*):

[Skills and Strengths]

Marketable skills, strengths, natural abilities and expertise that will be valuable to an employer

[Technology/Equipment Knowledge]

Specific software/computer systems, equipment, other technology

[Languages and Proficiencies]

[Professional Organizations]

Membership in professional organizations – list which ones are most applicable to the job your are applying for.

Name of organization: _____

Location: _____

Brief description:

Special involvement:

[Campus Organizations/Activities]

Extracurricular activities, offices held, organization participation, presentations, or additional achievements

[References]

3-4 professional references. Certain jobs will require a specific number of references. Always get permission from your references to use them; also ask which phone number they prefer to be called on

Name: _____

Title: _____

Organization: _____

Phone number(s): _____ / _____

E-mail: _____