RESUME WORKSHEET

Use this worksheet to gather the information for each resume section.

HEADING Address: Phone number: _____ Email: _____ Optional: LinkedIn page or personal website Write the JOB TITLE or titles for positions that you are seeking Summary, Summary of Qualifications or Profile Statement (Include the skills and/or experience that shows the employer that you fit the position. This includes technology skills.)

EDUCATION

Name of College	
City / State	
Graduation or anticipated graduation date (month/year)	
Degree / major	
Second major or minor	
Honors and GPA	_
List relevant courses if you do not have any experience in your chosen of	areer/job
Work, Internship, Practicum, or Student Teaching Exp	erience
List your experience in reverse chronological order. Write down ker accomplishments, responsibilities, and skills obtained or used. You will write bulleted phrases on your resume. Use past tense verbs for past past for current position.	use this information to
Job Title	
Employed Dates from/to (month/year)	
Company name	
Company City / State	

Job Title
Employed Dates from/to (month/year)
Company name
Company City / State
Job Title
Employed Dates from/to (month/year)
Company name
Company City / State

Job Title
Employed Dates from/to (month/year)
Company name
Company City / State
VOLUNTEER / ACTIVITIES / HONORS / LICENSES / CERTIFICATES / LANGUAGES
(The Heading that you use for this section is dependent on what you have to put in the section. List what you have below in each of these areas.)

MILITARY

If you have served or are serving, include the following information

Branch	_
Dates served (from /to)	<u>-</u>
Rank	
Responsibilities / Achievements	
REFE	RENCES
References are listed on a separate page, not or reference page that you created for the resume	
List the name and contact information for 3 – 4	professional references.
Name	
Title	
Organization	
Phone #	
Fmail	

Name	
Title	
Organization	
Phone #	
Email	
Name	
Title	
Organization	
Phone #	
Email	
Name	
Title	
Organization	
Phone #	
Email	