

## Resume Worksheet

This is designed to help you to record necessary information for a resume. Once you have completed the worksheet, you will type the information into a Word document, using consistent layout and formatting, correct spelling and following standard resume style. *This is only a worksheet; it will not substitute for a professional resume.*

**Contact Information:** *how employers will contact you; be precise!*

Name \_\_\_\_\_ (your full, legal name; no nicknames)  
Address \_\_\_\_\_  
Phone number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Email \_\_\_\_\_

**Summary of Qualifications/Candidate Highlights (optional):** *A condensed highlight of your key abilities and skills relevant to the specific job for which you are applying.*

\_\_\_\_\_  
\_\_\_\_\_

**Education:** *(For each college you have attended, list the most recent and work backwards; do NOT include high school)*

Name of College/University and Location (city, state) \_\_\_\_\_  
Degree (Bachelor of Arts/Science) and Major \_\_\_\_\_  
Concentration or Minor \_\_\_\_\_  
Anticipated Graduation Date OR Dates Attended (for transfer college) \_\_\_\_\_  
GPA \_\_\_\_\_/4.00    GPA in Major (if known) \_\_\_\_\_/4.00

Relevant Coursework (list only those relevant to your major or the job)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Project(s) (optional): (senior project, research project) \_\_\_\_\_  
\_\_\_\_\_

**Experience/Employment Experience:** *most recent and work backward; include seasonal, part-time, internships.*

Organization Name & Location (city, state) \_\_\_\_\_  
Dates (month 20XX to month 20XX) \_\_\_\_\_  
Job title \_\_\_\_\_  
Accomplishments/Skills Utilized: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Name & Location (city, state) \_\_\_\_\_  
Dates (month 20XX to month 20XX) \_\_\_\_\_  
Job title \_\_\_\_\_  
Accomplishments/Skills Utilized: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Activities:** extracurricular clubs/organizations, athletics, volunteering; include leadership positions.

Name of Organization \_\_\_\_\_ Dates of Membership \_\_\_\_\_  
Offices held \_\_\_\_\_  
Major projects/events \_\_\_\_\_

Name of Organization \_\_\_\_\_ Dates of Membership \_\_\_\_\_  
Offices held \_\_\_\_\_  
Major projects/events \_\_\_\_\_

**Academic Honors/Achievements:**

What: \_\_\_\_\_ Year \_\_\_\_\_  
What: \_\_\_\_\_ Year \_\_\_\_\_  
What: \_\_\_\_\_ Year \_\_\_\_\_

**Skills:** What can you do? What have you done? Think in terms of categories of skills (marketing/sales, coaching/teaching, artistic, math/analytical, computer applications, etc.). They should all be relevant to your major or chosen field.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:** Three to five professional references, teachers, advisors, coaches, bosses, coworkers...ASK them FIRST! This will be included on a separate "Reference" page with your complete contact information at the top of the page.

Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Place of Work \_\_\_\_\_  
Physical Address \_\_\_\_\_  
\_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
Email \_\_\_\_\_

Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Place of Work \_\_\_\_\_  
Physical Address \_\_\_\_\_  
\_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
Email \_\_\_\_\_

Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Place of Work \_\_\_\_\_  
Physical Address \_\_\_\_\_  
\_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
Email \_\_\_\_\_