

## RESUME WORKSHEET

Note: This is NOT an exhaustive list of the information you can put on a resume. Your resume should be different from everyone else's, should market your skills and experiences, and should be your own creation. This worksheet is to be used as a guideline, especially for first-time resume writers. Start listing your experiences as early as possible in your college career, and keep this worksheet in a place where you'll remember to update it each semester.

List your name, address(es), and phone number(s), as you wish them to appear on your resume:

_____	_____
_____	_____
_____	_____
_____	_____

**Objective:** Do you have a specific job objective? What type of job are you looking for? In what type of organization?

\_\_\_\_\_

**Education:** List name of college, degree, major, minor, concentration, date of graduation, and GPA (overall and/or in your major) IF at or above a 3.0 (you may NOT round up from a 2.95!).

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

You may list any significant academic honors, awards, or achievements here, if applicable.

Freshman: \_\_\_\_\_  
Sophomore: \_\_\_\_\_  
Junior: \_\_\_\_\_  
Senior: \_\_\_\_\_

**Experience:** What internship(s), jobs, positions, and other relevant experiences have you had while in college? (If you worked prior to attending college on a professional basis, these positions can be included, too. Unless VERY significant, high school information should be left off.) You can list this category in several ways, including "Work Experience", "Employment", and "Experience". Note that "Work Experience" and "Employment" indicate paid positions, while the general title "Experience" can include unpaid internships, significant volunteer or leadership positions, student teaching, etc. Make sure to list the specific responsibilities you had, tasks and duties performed, etc. for each. Remember that the more things you have done that are relevant to the position for which you are applying, the better your chances may be of getting that job! Also include the name and location of the organization you worked for, the title of your position, and the dates you were employed. When writing your actual resume, all jobs or experiences should be listed in reverse chronological order.

Freshman: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sophomore: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Junior: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Senior: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Activities, Clubs, Organizations, Memberships, etc.:** Do you belong to any college or community organizations? List any significant involvements, especially those that will demonstrate leadership experience to future employers.

Freshman: \_\_\_\_\_  
Sophomore: \_\_\_\_\_  
Junior: \_\_\_\_\_  
Senior: \_\_\_\_\_

**Skills:** Do you have any skills that single you out from others that may be applying for the same type of position? Examples include foreign language and computer skills. Be prepared to be asked to demonstrate or discuss these skills; don't list anything you have only passing knowledge of or have only used once!

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

**Honors/Achievements:** If you have been acknowledged for doing anything outstanding, received any academic or professional awards, etc. you may list these in a separate category.

Freshman: \_\_\_\_\_  
Sophomore: \_\_\_\_\_  
Junior: \_\_\_\_\_  
Senior: \_\_\_\_\_

**Personal Information:** List hobbies, personal interests & skills, travel, etc. ONLY if they appear relevant to the position for which you are applying. For example, playing the piano may be of interest if you are applying for a position as an elementary school teacher, but not as relevant for a stockbroker.

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**References:** You can usually state "Available upon request" or, if requested, list the names, titles, addresses, and phone numbers of your references on a separate sheet to be mailed with your resume and cover letter. Reminder: start early to ask people for letters of recommendation, and be sure to follow up with them afterwards. Open a credential file in the Career Development Center, where you can obtain reference forms and have credentials sent as needed in a professional-looking package.

Names of people you will ask for references:

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This document is designed to help you in the all-important brainstorming process, when deciding what should go on your resume.

Come to the Career Development Center, 110 Netzer Admin. Bldg  
If you would like someone to review your resume drop off your resume and have it critiqued by a member of our professional staff.

**START WORK ON YOUR RESUME TODAY!!**

