

RESUME WORKSHEET

(Make the information on this worksheet thorough and complete. Save it as a lasting resource; update it as the years pass. Use the information as a "menu" from which to create a unique resume for each job you seek.)

Name: _____ Date updated: _____

I. Personal Information

Temporary Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-Mail: _____

Permanent Address (if different): _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-Mail: _____

[If you anticipate ever requesting a security clearance, you will need to record every place you have ever resided. You may also be required to identify and locate roommates, so record that here too!]

II. Education

First College or University: _____

Location: _____ State: _____

Degree: _____

Major(s): _____ Minor(s): _____

Date obtained: _____ Major GPA: _____ Overall GPA: _____

Other College or University: _____

Location: _____ State: _____

Degree: _____

Major(s): _____ Minor(s): _____

Date obtained: _____ Major GPA: _____ Overall GPA: _____

Other schools attended (except high school), training or certifications received, licenses

obtained: _____

Name: _____

III. Experience Information (consider all experience—paid, unpaid, volunteer, etc.)

[Duplicate this section for each experience in your background]

Position title: _____

Organization name: _____

Address: _____

City: _____ State: _____

Dates employed (months & years only) From: _____ To: _____

Name of supervisor(s): _____

Duties and responsibilities: _____

Quality attributes (see p. 6) you found important and used successfully in this position.

Specific performance accomplishments or contributions (p. 7) you made to this job:

Combine the duties, qualities and accomplishments together and write a strong job description:

IV. Special Competencies

Write here your special talents, skills, training, languages (artistic, computer skills, special licenses, significant achievements), etc: _____

V. Activities

1. Memberships in professional associations, clubs or community groups, volunteer & religious organizations. Include name of the association, offices held and the dates. Add any significant activities attributed to your leadership: _____

Name: _____

2. Awards and Honors (academic, athletic, social, civic. Any scholarship not based on financial need): _____

3. Creative professional activities (articles written, inventions, projects presented or displayed):

VI. Personal References

List references on a separate page, not on your resume. Avoid using family and relatives. Generally, three or four professional or academic references and one personal reference will be sufficient. *Be sure to get permission from any reference before using their name!* Send each a thank you note for volunteering to help you, and keep them informed on your job search progress.

1. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

2. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

3. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

4. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

1. Put this worksheet onto a computer file and keep it for future use.
2. Consider the sample resume formats and start to build your resume. Come to the Career Center to view additional formats. Career Center staff will assist you in refining your resume to a professional standard!
3. Update your resume worksheet annually. Go through the past year and consider your experiences and accomplishments, recording them while they are fresh in your mind.