Resume Worksheet

Some categories may not be applicable to you, if so; please disregard

Name, Address, Telephone, Email

Education (List all degree and certificate programs, and special courses taken at education institutions)
Degree, School Name, Expected Graduation Date

Major/Minor or Course Emphasis, Overall Grade Point Average

Relevant Coursework (classes, papers, projects, etc.)

Overseas Studies Program name & location

Special Research Projects or Presentations

Special Recognition (List any awards, honors, or other recognition you may have received)

Work Experience (Full-, Part-time, Internship, etc.)
Job Title, Company, Agency, or Institution, Location, Dates of Employment

Major Responsibilities

Major Accomplishments, Contributions, Achievements

Job Title, Company, Agency, or Institution, Location, Dates of Employment

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Major Responsibilities

Major Accomplishments, Contributions, Achievements

Community Service, Campus Activities, Leadership, Athletics
1.
2.
3.
4.

Memberships (List job-related professional, civic, or campus organizations to which you belonged)
Name, Type of Organization, Responsibilities and Accomplishments (if applicable)
1.
2.
3.
4.

Professional/Specialized Training (i.e. CPR, WFR . . .)

Special Accomplishments
(List publications, foreign language ability, special certificates, or talents such as music, art, drama)

Skills (Demonstrated evidence of specific skills)

Review the list and circle the **3 to 6** strongest skills that you want to demonstrate to an employer on your resume:

Communication Interpersonal Listen Present Write Instruct	Flexibility/Adapt to Change Change plans in mid stream Handle problems Learn new roles Take on new projects	Personal Management Manage time Manage finances Work independently Service Oriented - actively looking for ways to help people
Computer Skills Databases Internet/HTML Spreadsheets Word processing	Leadership Delegate Make decisions Motivate others Persuade Social Perceptiveness - aware of others' reactions & understanding why	Problem Solving/Critical Thinking Evaluate options Gather evidence through research Identify problems Make conclusions
Creativity Design Initiate new ideas & evaluate likely success Perform Visionary - develop image of how a system works in ideal condition	Organization Attention to details Coordinate Plan Synthesize/Reorganize - reorganize to get a better approach to solve problems/tasks	Teamwork Complete assigned tasks Cooperate - Negotiate Contribute ideas within a team Recognize and respect members' strengths and weaknesses

Write the skills you circled and identify experiences/positions paid or unpaid, where you have used that skill.

Skill:
Experiences where you have used that skill:
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Skill:
Experiences where you have used that skill:
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Skill:
Experiences where you have used that skill:
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Skill:
Experiences where you have used that skill:
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