

RESUME WORKSHEET

6

Personal Information

Name:		Date Prepared:	
Present Address:		Phone:	
City:		State/Zip:	
Permanent Address:		Phone:	
City:		State/Zip:	
My Career objective is:			

Educational Information

(Begin with your most recent college training--do not include high school)

1. Your Degree		Date obtained (month/year)	
Major (s)		Minors	
Name of College			
Location (City/State)			
2. Your Degree		Date obtained (month/year)	
Major (s)		Minors	
Name of College			
Location (City/State)			
3. Other schools attended, training or certification received and licenses obtained.			

Employment Information

Skill Areas: Review the skills section of the handbook before writing your job description. Use action verbs and list the top 3-6 skills you used the most at each job. **Work History:** (Include full-time employment, internships, volunteer work, etc. – start with current position and work back in date order.)

1. Position Title		Company	
City		State	
Specific duties, and responsibilities:			
The six skills I used and enjoyed the most in this position:			
1.		4.	
2.		5.	
3.		6.	
Specific accomplishments or contributions I made to this job:			
Combining skills, accomplishments and duties – write a brief job description:			
2. Position Title		Company	
City		State	
Specific duties, and responsibilities:			
The six skills I used and enjoyed the most in this position:			
1.		4.	
2.		5.	
3.		6.	
Specific accomplishments or contributions I made to this job:			
Combining skills, accomplishments and duties – write a brief job description:			
3. Position Title		Company	

City		State	
Specific duties, and responsibilities:			
The six skills I used and enjoyed the most in this position:			
1.		4.	
2.		5.	
3.		6.	
Specific accomplishments or contributions I made to this job:			
Combining skills, accomplishments and duties – write a brief job description:			

If you have additional employers you want to include, use this same format and list them on a separate sheet of paper.

4. List your special skills, artistic talents or foreign languages here:	
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Activities

Memberships in professional associations, clubs, or community groups (include the name of the association and offices you hold or have held. Also list any significant activities you completed during your leadership.):

Religious activities, hobbies, awards and honors (list any other accomplishments here):	

References: You do not list your references on a resume but it is a good idea to have that information available quickly. Do not use family and relatives. Choose people you have worked with and/or professors if you have recently been in school. **Never use someone's name as a reference unless you have asked his or her permission.**

Name		Position	
Address		Phone	

You are now ready to do a rough draft of your resume. Before meeting with a Career Services staff member, please transfer this to a typewritten form so that you can receive feedback about content and layout.