

Resume Worksheet

Personal Information

Full Name: _____

Address: _____

Phone Number(s): _____ **School:** _____ **Home:** _____

E-mail Address _____

Education:

College Name: _____

City/State of College: _____

Month/Year of Anticipated Graduation: _____

Major(s) _____

Minor(s) _____

Courses of Interest to Career (Max. 6) **How/Why To They Apply to Career?**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Certifications that relate to your career objectives (i.e., Microsoft Certified Software Engineer (MCSE), Professional Human Resources (PHR), Certified Public Accountant (CPA), etc.)

Skills Learned During School and how you have applied them: (team, problem solving, conflict management, planning, etc.)

Extracurricular activities that relate to your abilities or career:

Honors/awards:

Work Experience:

Paid jobs (start with most recent, work backward in time)

Company Name _____

Division (if applicable) _____

City/State _____

Dates of employment
(Month/Year) _____

Supervisor Name _____

Responsibilities _____

Skills required to
perform job activities _____

Accomplishments (state in quantitative terms if possible)

Company Name _____

Division (if applicable) _____

City/State _____

**Dates of employment
(Month/Year)** _____

Supervisor Name _____

Responsibilities _____

**Skills required to
perform job activities** _____

Accomplishments (state in quantitative terms if possible)

Company Name _____

Division (if applicable) _____

City/State _____

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perform job activities** _____

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Supervisor Name _____

Responsibilities _____

**Skills required to
perform job activities** _____

Accomplishments (state in quantitative terms if possible)

Company Name _____

Division (if applicable) _____

City/State _____

**Dates of employment
(Month/Year)** _____

Supervisor Name _____

Responsibilities

**Skills required to
perform job activities**

Accomplishments (state in quantitative terms if possible)

Company Name _____

Division (if applicable) _____

City/State _____

**Dates of employment
(Month/Year)** _____

Supervisor Name _____

Responsibilities _____

Skills required to perform job activities

Accomplishments (state in quantitative terms if possible)

Volunteer and Unpaid Jobs

Company Name _____

Division (if applicable) _____

City/State _____

Dates of employment
(Month/Year) _____

Supervisor Name _____

Type of Job (i.e., internship, coop, etc.) _____

Responsibilities:

Skills required to perform job activities:

Accomplishments (state in quantitative terms if possible)

Company Name _____

Division (if applicable) _____

City/State _____

**Dates of employment
(Month/Year)** _____

Supervisor Name _____

Type of Job (i.e., internship, coop, etc.) _____

Responsibilities:

Skills required to perform job activities:

Accomplishments (state in quantitative terms if possible)

Company Name _____

Division (if applicable) _____

City/State _____

**Dates of employment
(Month/Year)** _____

Supervisor Name _____

Responsibilities _____

**Skills required to
perform job activities** _____

Accomplishments (state in quantitative terms if possible)

Company Name _____
Division (if applicable) _____
City/State _____
Dates of employment (Month/Year) _____
Supervisor Name _____
Responsibilities _____

Skills required to perform job activities _____

Accomplishments (state in quantitative terms if possible)

Specific skills I have/Equipment I can use:

Software/Hardware I can use (if applicable):

Software	Hardware

Hobbies/Interests (list if they indicate skills that relate to your chosen field and/or would enhance your employability)

Memberships: (professional, community, clubs (list those that relate or enhance your chosen field))

Key Words: (a listing of key words that highlight your skills, abilities or career goals)

Career Objective(s): (Identify career options you may want to pursue based on your major and interests: Accounting, finance, management, supervision, retail, computer information systems, programming, web design, etc.)
