

RESUME WRITING WORKSHEET

HEADING - Personal Information

This is the identifying information that appears at the top of the resume.

Name _____

Address _____

Phone # _____

Email _____

(Make sure your email address is one that you check daily and that it is appropriately named.)

EDUCATION

List all colleges and universities from which you have earned or will earn a degree. Do not abbreviate. Start with your most recent.

School _____ City, State _____

Degree _____ GPA (if above 3.0) _____

Graduation Date (Month/Year) _____

Major(s) _____

Concentration(s) (if applicable) _____

Minor(s) _____

Semester Honors (i.e. Dean's List, etc...) _____

RESEARCH/CLASS PROJECTS/EDUCATION ABROAD

Note research, class projects and/or education abroad experiences which are related to your field of interest if appropriate. If you have a lot of these experiences, consider making them separate sections.

CERTIFICATIONS & LICENSURES

Examples might include CPR/First Aid, Microsoft, Teaching, etc...

Name of Certificate/License _____ Date Rec'd/Expires _____

Organization granting Certification/Licensure _____

EXPERIENCE – Work, Internships and/or Related

List your experience, with most recent information first. When noting your responsibilities and accomplishments, begin each statement with a verb and use concise statements describing your role, activities and accomplishments; quantify when possible.

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

HONORS & AWARDS

Include name of honor/award, date received & name of organization giving award.

INVOLVEMENT – Campus, Community, Volunteer

Highlight activities that demonstrate involvement in organizations, leadership roles and note length of membership.

PROFESSIONAL ASSOCIATIONS

List name of organization and dates of membership. Note if you are a student member of a professional association/organization.

SKILLS

This section can help you demonstrate proficiency in areas not otherwise outlined in your academics or experience sections. Focus on skills most relevant to your desired position/career field. Skills might include:

- Languages (note level of fluency)
- Computer skills – list programs and languages you are able to use
- Other field specific areas, such as techniques, instrumentation
