



Career Coach: _____	Date: _____

## RESUME WRITING WORKSHEET

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This worksheet will help you construct various sections of your resume. Think about the following areas and make notes for each section as appropriate. If you need more space, please use scrap paper.

### **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.)

### **OBJECTIVE (Optional)**

What type of position are you seeking? Include an objective if you have a clear goal or industry.

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**QUALIFICATIONS** Highlight your strongest experience and specific achievements.

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**SKILLS** Focus on skills most relevant to your desired position/career field.

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**EXPERIENCE – Work, Internships, and/or Related**

List your experience, with **most recent information first**. Use specific statements describing your role, and action verbs to describe your skills, activities, and accomplishments. Self-employment, work experience, and internships should be included. Use additional paper if needed.

**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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**EDUCATION**

**List Colleges and universities** from which you have earned or will earn a degree.

School \_\_\_\_\_ City, State \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_ Graduation Date (Month/Year) \_\_\_\_\_

Major(s) \_\_\_\_\_

Emphasis, Minors, Honors \_\_\_\_\_

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**List High School** or place of GED which you have earned or will earn a diploma.

School \_\_\_\_\_ City, State \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_ Graduation Date (Month/Year) \_\_\_\_\_

**CERTIFICATIONS & LICENSURES**

Examples might include CPR/First Aid, C.N.A., CDL-A, Microsoft, Teaching, etc...

Name of Certificate/License \_\_\_\_\_ Date Rec'd/Expires \_\_\_\_\_

Organization granting Certification/Licensure \_\_\_\_\_

Name of Certificate/License \_\_\_\_\_ Date Rec'd/Expires \_\_\_\_\_

Organization granting Certification/Licensure \_\_\_\_\_

Name of Certificate/License \_\_\_\_\_ Date Rec'd/Expires \_\_\_\_\_

**HONORS & AWARDS**

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

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**PROFESSIONAL ASSOCIATIONS and INVOLVEMENT (Campus, Community, Volunteer)**

List name of organization and dates of membership. Include Volunteer and community engagement.

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**REFERENCES** NOTE: References are **not** included on your resume. Create a separate references page, listing at least 3 individuals who can attest to your work ethic, academic performance, skills and abilities. Ask these individuals to serve as references **prior** to including on your reference page.

**Name** \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email (Optional) \_\_\_\_\_

Relationship: \_\_\_\_\_

**Name** \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email (Optional) \_\_\_\_\_

Relationship: \_\_\_\_\_

**Name** \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email (Optional) \_\_\_\_\_

Relationship: \_\_\_\_\_