

RESUME WORKSHEET

Make the information on this worksheet thorough and complete. Save it as a lasting resource; update it as the years pass. Use the information as a "menu" from which to create a unique resume for each job you seek.

Name: _____ Date updated: _____

I. Personal Information

Temporary Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Email: _____

Permanent Address (if different): _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Email: _____

II. Education

First college or university: _____

Location: _____ State: _____

Degree: _____

Major(s): _____ Minor(s): _____

Date obtained: _____ Major GPA: _____ Overall GPA: _____

Other college or university: _____

Location: _____ State: _____

Degree: _____

Major(s): _____ Minor(s): _____

Date obtained: _____ Major GPA: _____ Overall GPA: _____

Other training or certifications received, obtained:

III. Professional Experience (consider all experience—paid, unpaid, volunteer, etc.)
[Duplicate this section for each experience in your background]

Position title: _____

Organization name: _____

Address: _____

City: _____ State: _____

Dates employed (months and years only) From: _____ To: _____

Duties and responsibilities: _____

Quality attributes you found important and used successfully in this position.

Specific performance accomplishments or contributions you made to this job:

Combine the duties, qualities and accomplishments together and write a strong job description:

IV. Special Competencies

Write here your special talents, skills, training, languages (artistic, computer skills, licensure, and significant achievements):

V. Professional Affiliations

1. Memberships in professional associations, clubs or community groups, volunteer organizations. Include name of the association, offices held and the dates. Add any significant activities attributed to your leadership: _____

2. Awards and honors (academic, civic, etc. Any scholarship not based on financial need):

3. Creative professional activities (articles written, inventions, projects presented or displayed):

VI. Personal References

List references on a separate page, not on your resume. Avoid using family and relatives. Generally, three or four professional or academic references and one personal reference will be sufficient. *Be sure to get permission from any references before using their name!* Send each a thank you note for volunteering to help you, and keep them informed of your job search progress.

1. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

2. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

3. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

4. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

- Put this worksheet onto a computer file and keep it for future use. Consider the sample resume formats and start to build your resume.
- Update your resume worksheet regularly. Review the past year and consider your experiences and accomplishments, recording them while they are fresh in your mind.