

RESUME WORKSHEET

I. Identifying Information

Full Name: _____

Full Address: _____

Phone Number: _____

Email: _____

Web Site: _____

II. Career Objective

(State the job you are seeking. If you have no experience, say that you are "Seeking an entry-level position in..." Gear the objective toward the job you are seeking.)

Objective 1: _____

Objective 2: _____

III. Educational Information

College attended: _____

Dates of Attendance: _____

Major/Research Area: _____

Relevant Coursework: _____

Degree: _____ Date: _____

Grade Point Average: _____

Honors and Awards _____

Offices held/Leadership: _____

Extracurricular activities: _____

College attended: _____

Dates of Attendance: _____

Major/Research Area: _____

Relevant Coursework: _____

Degree: _____ Date: _____

Grade Point Average: _____

Honors and Awards _____

Offices held/Leadership: _____

Extracurricular activities: _____

Other Training

(List any vocational courses, on the job training, military, or other formal training)

Course: _____ Date taken: _____

Skills learned: _____

Licenses or certificates held: _____

Course: _____ Date taken: _____

Skills learned: _____

Licenses or certificates held: _____

Course: _____ Date taken: _____

Skills learned: _____

Licenses or certificates held: _____

IV. Transferable Skills

Skill: _____

How Skill Used: _____

Skill: _____

How Skill Used: _____

Skill: _____

How Skill Used: _____

V. Work Experience

Position Title: _____ Dates: _____

Employer: _____

Location (city and state): _____

Responsibilities and duties performed: _____

Position Title: _____ Dates: _____

Employer: _____

Location (city and state): _____

Responsibilities and duties performed: _____

Position Title: _____ Dates: _____

Employer: _____

Location (city and state): _____

Responsibilities and duties performed: _____

VI. Additional Experience

(include anything not mentioned above, such as volunteer activities, etc.)

VII. Computer Skills

VIII. Professional Activities

IX. References:

Name: _____
Position: _____
Address: _____
Phone Number: _____ Email: _____
Date Confirmed: _____

Name: _____
Position: _____
Address: _____
Phone Number: _____ Email: _____
Date Confirmed: _____

Name: _____
Position: _____
Address: _____
Phone Number: _____ Email: _____
Date Confirmed: _____