Resume Worksheet

Your resume is an important document that is used to apply for jobs, internships, graduate schools, leadership positions, and more. This worksheet is designed to help you compile and organize your unique experience, skill sets, and information to then use to draft your resume. Note that the sections do not have to be listed in this exact order and not all sections need to be listed if they are irrelevant. **Remember to organize your information according to what's most relevant in the eyes of the reader.** The most relevant, most important information should be placed closer to the top of your resume.

CONTACT HEADER *Include your first and last name, mailing address, phone number, and an email address that reads professionally and is checked often. Your contact header should always be listed at the top of your resume, with you name slightly enlarged and prominent.*

PROFESSIONAL PROFILE/SUMMARY OF QUALIFICATIONS: *This section should be short and concise. Do not include pronouns anywhere in your resume.*

EDUCATION *At the very least, you should include the university name, city/state of university, name of your degree and major (Bachelor of _____ in _____), and your date or expected date of graduation (month and year). Other components you may list under this section include GPA (if 3.0 or higher), academic awards, and a list of relevant courses.*

HONORS & AWARDS *List any relevant awards, honors, and achievements below. Include the name of the honor/award as well as the date (month and year) awarded. You can list awards/honors based on academics, merit, sports, leadership, volunteerism and community involvement, etc.*

WORK EXPERIENCE *List these experiences in reverse chronological order. Include name of employer, city/state of employer, your job title, and dates (include month and year of both your start date and end date; ex. May 2015 – August 2015). Afterwards, preferably in bulleted format, list main job accomplishments, achievements, and responsibilities.*

INTERNSHIP EXPERIENCE *List these experiences in reverse chronological order. Include name of employer, city/state of employer, your internship title, and dates (include month and year of both your start date and end date; ex. May 2015 – August 2015). Afterwards, preferably in bulleted format, list main internship accomplishments, achievements, and responsibilities.*

EXTRACURRICULAR ACTIVITIES/CLUBS AND ORGANIZATIONS *Are you involved in clubs and organizations? Do you play on a sport team? Are you involved in dramatic arts and theatre? Are you part of Greek Life? If so, list them. Include the extracurricular name (spell out the full name; do not abbreviate with acronym), city/state of extracurricular name, your title (Member, President, Treasurer, etc.), and dates (include month and year of both your start date and end date). If room is available when constructing your resume, list your main tasks, accomplishments, and responsibilities for each extracurricular activity mentioned.*

VOLUNTEER EXPERIENCE *Do you volunteer on a regular long-term basis with a specific organization? If so, list the following: volunteer organization name, volunteer location (city and state), your volunteer title (Student Mentor, Club Sport Referee, Volunteer), and dates (include month and year of both your start date and end date; ex. May 2015 – August 2015). Only list volunteer experiences that you did for an extended and repeated period of time. If room is available when constructing your resume, list your main tasks, accomplishments, and responsibilities for each volunteer experience mentioned.*

ACADEMIC PROJECTS/CLASSES/RESEARCH EXPERIENCE *Did you complete any major academic projects or research? (If you are a College of Science student, a Research Experience section would be beneficial to add to your resume if relevant.) Do you want to highlight 2-3 academic classes to showcase what you learned and achieved? If so, list the name of the class/project along with the dates (include month and year of both your start date and end date). Include bullets listing what you learned, completed, and/or achieved.*

SKILLS *Include only hard (technical) skills, not soft (people) skills. Examples of hard skills include computer skills and systems, foreign language skills, and technical skills that relate to a particular job. Certifications such as CPR and First Aid are also examples of hard skills.*

Note other resume sections could include Professional Memberships, Conferences, Publications, Presentations, etc.