

SKILLS INVENTORY WORKSHEET FOR RESUME PREPARATION

Skills Inventory = Resume.....Resume = Interview.....Interview = Job Offer



- ➔ Use your resume to advertise your education, skills, and experience
- ➔ Target the resume to the job you are applying for
- ➔ Make sure identifying information is correct and clearly presented
- ➔ The objective should outline the job/field you are interested in
- ➔ Clearly define your education, field of study, coursework, expected graduation date
- ➔ Detail your work history including job duties/accomplishments
- ➔ Include awards, volunteer opportunities, achievements

Developing a resume can be a daunting task. However, if you take the time to review your work and educational history and carefully complete this worksheet, you will be on the way to creating a clear and concise resume. This Skills Inventory Worksheet will assist you to gather information, which you can then edit into your preferred resume format.

Name: _____

Address: _____

City: _____

Phone: _____

Email: _____ (Check Daily)

(If you are living in temporary housing while attending college, you may wish to include both temporary and permanent contact information. Students in Graphic Arts for example may wish to include web addresses as well.)

Employment Objective:



Develop a focused and brief statement, which details your career goals and is directed at the specific job or career area you are interested in:

Summary of Skills:
(optional)



An overview or profile of your experience or education



Education:

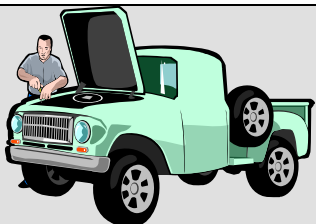


College: _____ Location: _____

Degree: _____

Graduation Date: _____ GPA: _____ (optional)

	High School: _____ (optional) Grad date: _____ Course of Study: _____
Pertinent Courses: 	List coursework that would be of interest to the employer for a specific job area: _____ _____ _____ _____ _____ _____ _____
Work History: 	<p> List in reverse order Include full-time; part-time; internships; volunteer positions, summer employment; Military, etc. Get a list of Action verbs on the internet or through the Placement office. Use present tense for current job and past tense for former jobs. </p> <hr/> Job Title: _____ Dates: _____ Employer: _____ Location: _____ Duties/Responsibilities/Accomplishments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ *****



Job Title: _____

Dates: _____

Employer: _____ **Location:** _____

Duties/Responsibilities/Accomplishments:

- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____

Job Title: _____

Dates: _____

Employer: _____ **Location:** _____

Duties/Responsibilities/Accomplishments:

- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____





Job Title: _____

Dates: _____

Employer: _____ **Location:** _____

Duties/Responsibilities/Accomplishments:

- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____

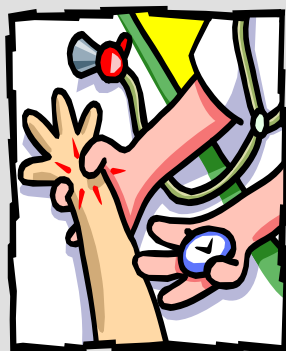
.....
Job Title: _____

Dates: _____

Employer: _____ **Location:** _____

Duties/Responsibilities/Accomplishments:

- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____





Job Title: _____

Dates: _____

Employer: _____ **Location:** _____

Duties/Responsibilities/Accomplishments:

- ☐ _____
- ☐ _____
- ☐ _____
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- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Job Title: _____

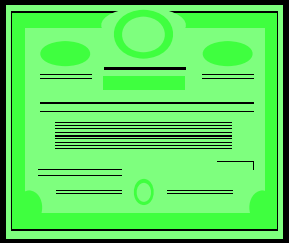
Dates: _____

Employer: _____ **Location:** _____

Duties/Responsibilities/Accomplishments:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



Technical/Computer Skills	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Other Info: Special Licenses, Awards, Achievements, Activities, Certifications, Volunteering , Dean's list, Community involvement, etc. 	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
References	Ask for Reference worksheet from Placement Office

**** Once you have completed your resume keep it updated on a regular basis.
It's always a good idea to adapt your resume to the particular job you are applying
for, so change it as necessary.**