



# RESUME WRITING WORKSHEET

## CONTACT INFORMATION:

Name: \_\_\_\_\_

Mailing Address (City, State only) \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Objective: (Optional) \_\_\_\_\_

## EDUCATION:

Institution: \_\_\_\_\_

Degree/Certificate seeking or earned: \_\_\_\_\_

Anticipated date (Month/Year): \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Cumulative and/or Major GPA (if 3.0 or above): \_\_\_\_\_

## RELEVANT COURSEWORK: (optional)

Class/Title \_\_\_\_\_

Class/Title \_\_\_\_\_

Class/Title \_\_\_\_\_

Class/Title \_\_\_\_\_



**WORK EXPERIENCE:** (include jobs and internships)

**Job Title 1:** \_\_\_\_\_

Employer/Location: \_\_\_\_\_

Duties: \_\_\_\_\_

Accomplishment Statement: \_\_\_\_\_

Accomplishment Statement: \_\_\_\_\_

Skills Used: \_\_\_\_\_

Projects/Promotions: \_\_\_\_\_

Dates of Employment (Month/Year - Month/Year): \_\_\_\_\_

**Job Title 2:** \_\_\_\_\_

Employer/Location: \_\_\_\_\_

Duties: \_\_\_\_\_

Accomplishment Statement: \_\_\_\_\_

Accomplishment Statement: \_\_\_\_\_

Skills Used: \_\_\_\_\_

Projects/Promotions: \_\_\_\_\_

Dates of Employment (Month/Year - Month/Year): \_\_\_\_\_

**Job Title 3:** \_\_\_\_\_

Employer/Location: \_\_\_\_\_

Duties: \_\_\_\_\_

Accomplishment Statement: \_\_\_\_\_

Accomplishment Statement: \_\_\_\_\_

Skills Used: \_\_\_\_\_

Projects/Promotions: \_\_\_\_\_

Dates of Employment (Month/Year to Month/Year): \_\_\_\_\_

**COMMUNITY INVOLVEMENT/VOLUNTEER/LEADERSHIP EXPERIENCE:**

(Include organizations, teams and volunteer activities)

Name of Organization: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

**ACTIVITIES/AWARDS/HONORS:**

Organization/Award or Position/Date \_\_\_\_\_

Organization/Award or Position/Date \_\_\_\_\_

Organization/Award or Position/Date \_\_\_\_\_

Language Skills: \_\_\_\_\_

Computer Skills: \_\_\_\_\_

**ADDITIONAL OR SPECIALIZED TRAINING:**

\_\_\_\_\_

\_\_\_\_\_

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