
RESUME WRITING WORKSHEET

The following worksheet will help you construct various sections of your resume. Think about the following areas and make notes for each section as appropriate. This will help you develop a professional resume with relevant and necessary content. If a category does not have enough space, please feel free to use scrap paper.

HEADING - Personal Information

This is the identifying information that appears at the top of the resume. You may include an alternate address to indicate where an employer may contact you if you currently reside in more than one location.

Name _____

Address _____

Phone # _____

Email _____

(Make sure your email address is one that you check daily and that it is appropriately named.)

OBJECTIVE (Optional)

What type of position are you seeking? Include an objective if you have a clear direction (career goal, industry).

EDUCATION

List all colleges and universities from which you have earned or will earn a degree. Do not abbreviate. Start with your most recent.

School _____ City, State _____

Degree _____ GPA _____ Graduation Date (Month/Year) _____

Major(s) _____

Emphasis _____

Minor(s) _____

Semester Honors _____

RESEARCH, CLASS PROJECTS

Note research or class projects which are related to your field of interest if appropriate.

CERTIFICATIONS & LICENSURES

Examples might include CPR/First Aid, Microsoft, Teaching, etc...

Name of Certificate/License _____ Date Rec'd/Expires _____

Organization granting Certification/Licensure _____

EXPERIENCE – Work, Internships and/or Related

List your experience, with most recent information first. When noting your responsibilities & accomplishments use concise statements describing your role, using action verbs to describe your skills, activities and accomplishments; quantify when possible.

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

HONORS & AWARDS

Include name of honor/award, date received & name of organization giving award.

SKILLS

This section can help you demonstrate proficiency in areas not otherwise outlined in your academics or experience sections. Focus on skills most relevant to your desired position/career field. Skills might include:

- Languages (note level of fluency)
- Computer skills – list programs and languages you are able to use
- Other field specific areas, such as techniques, instrumentation

PROFESSIONAL ASSOCIATIONS

List name of organization and dates of membership. Note if you are a student member of a professional association/organization.

INVOLVEMENT – Campus, Community, Volunteer

Highlight activities that demonstrate involvement in organizations, leadership roles and note length of membership.

REFERENCES

NOTE: References are **not** included on your resume. Create a separate references page, listing at least 3 individuals who can attest to your work ethic, academic performance, skills and abilities. Ask these individuals to serve as references **prior** to including on your reference page.

Name _____ **Title** _____

Organization _____

Address _____

Phone _____ Email (Optional) _____

Name _____ **Title** _____

Organization _____

Address _____

Phone _____ Email (Optional) _____

Name _____ **Title** _____

Organization _____

Address _____

Phone _____ Email (Optional) _____

WHAT'S NEXT?

After compiling your information, enter it into a Word document. Samples of various resume formats are available on the Career Services' website at www.uwgb.edu/careers. Remember, the staff in Career Services are available to review your resume and help you best market yourself to employers. Call the office to set up a time to have your resume critiqued.