



## 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.

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## 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 \_\_\_\_\_

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Position/Title \_\_\_\_\_

Dates \_\_\_\_\_ to \_\_\_\_\_

Employer/Company \_\_\_\_\_

City, State \_\_\_\_\_

Responsibilities & Accomplishments \_\_\_\_\_

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Position/Title \_\_\_\_\_

Dates \_\_\_\_\_ to \_\_\_\_\_

Employer/Company \_\_\_\_\_

City, State \_\_\_\_\_

Responsibilities & Accomplishments \_\_\_\_\_

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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 \_\_\_\_\_

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\_\_\_\_\_

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

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## PROFESSIONAL ASSOCIATIONS

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

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## INVOLVEMENT

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

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## 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 WinWay Resume Software. Save it to your desktop folder and email a copy to Rudy Borges, Jobs Program Administrator. Thank you.