

## Resume Worksheet

Some categories may not be applicable to you, if so; please disregard

**Name, Address, Telephone, Email**

**Education** (List all degree and certificate programs, and special courses taken at education institutions)  
Degree, School Name, Expected Graduation Date

Major/Minor or Course Emphasis, Overall Grade Point Average

Relevant Coursework (classes, papers, projects, etc.)

Overseas Studies Program name & location

Special Research Projects or Presentations

Special Recognition (List any awards, honors, or other recognition you may have received)

**Work Experience (Full-, Part-time, Internship, etc.)**

Job Title, Company, Agency, or Institution, Location, Dates of Employment

Major Responsibilities

Major Accomplishments, Contributions, Achievements

Job Title, Company, Agency, or Institution, Location, Dates of Employment

Major Responsibilities

Major Accomplishments, Contributions, Achievements

Job Title, Company, Agency, or Institution, Location, Dates of Employment

Major Responsibilities

Major Accomplishments, Contributions, Achievements

**Community Service, Campus Activities, Leadership, Athletics**

- 1.
- 2.
- 3.
- 4.

**Memberships** (List job-related professional, civic, or campus organizations to which you belonged)  
Name, Type of Organization, Responsibilities and Accomplishments (if applicable)

- 1.
- 2.
- 3.
- 4.

**Professional/Specialized Training** (i.e. CPR, WFR . . .)

**Special Accomplishments**

(List publications, foreign language ability, special certificates, or talents such as music, art, drama)

**Skills** (Demonstrated evidence of specific skills)

Review the list and circle the **3 to 6** strongest skills that you want to demonstrate to an employer on your resume:

Communication Interpersonal Listen Present Write Instruct	Flexibility/Adapt to Change Change plans in mid stream Handle problems Learn new roles Take on new projects	Personal Management Manage time Manage finances Work independently Service Oriented - actively looking for ways to help people
Computer Skills Databases Internet/HTML Spreadsheets Word processing	Leadership Delegate Make decisions Motivate others Persuade Social Perceptiveness - aware of others' reactions & understanding why	Problem Solving/Critical Thinking Evaluate options Gather evidence through research Identify problems Make conclusions
Creativity Design Initiate new ideas & evaluate likely success Perform Visionary - develop image of how a system works in ideal condition	Organization Attention to details Coordinate Plan Synthesize/Reorganize - reorganize to get a better approach to solve problems/tasks	Teamwork Complete assigned tasks Cooperate - Negotiate Contribute ideas within a team Recognize and respect members' strengths and weaknesses

*Write the skills you circled and identify experiences/positions paid or unpaid, where you have used that skill.*

Skill:

Experiences where you have used that skill:

---



---



---

Skill:

Experiences where you have used that skill:

---



---



---

Skill:

Experiences where you have used that skill:

---



---



---



---



---

Skill:

Experiences where you have used that skill:

---



---



---



---



---