



Resume Writing Worksheet

Use this worksheet to brainstorm ideas for your resume. Then place the information in the industry preferred resume format.

Contact Information:

Name _____

Mailing Address _____

Phone Number _____

Email Address _____

Summary: (Recommended, but not IT fields) 2-4 sentences about your overall soft skills and what attributes you will bring to a company. Refrain from including what you are seeking from an employer (objective statements) and using personal pronouns.

Education:

Degree Name _____

Graduation Date expected (Month/Yr) _____

Institution Name and Location _____

Major/Minor _____

Cumulative and/or Major GPA (if 3.75 or above) _____

Awards/Honors _____

Degree Name _____

Graduation Date expected (Month/Yr) _____

Institution Name and Location _____

Major/Minor _____

Cumulative and/or Major GPA (if 3.75 or above) _____

Awards/Honors _____

Work Experience:

Position Title _____

Employer Name/ Location _____

Accomplishment #1 _____

Accomplishment #2 _____

Accomplishment #3 _____

Skills Used _____

Projects/Promotions _____

Dates Employed Month/Yr to Month/Yr _____

Position Title _____

Employer Name/ Location _____

Accomplishment #1 _____

Accomplishment #2 _____

Accomplishment #3 _____

Skills Used _____

Projects/Promotions _____

Dates Employed Month/Yr to Month/Yr _____

Position Title _____
Employer Name/ Location _____
Accomplishment #1 _____
Accomplishment #2 _____
Accomplishment #3 _____
Skills Used _____
Projects/Promotions _____
Dates Employed Month/Yr to Month/Yr _____

Volunteer Experience

Organization _____
Location _____
Date Range (Month Year – Month Year) _____

Organization _____
Location _____
Date Range (Month Year – Month Year) _____

Professional Affiliations

Organization _____
Location _____
Date Range (Month Year – Month Year) _____

Organization _____
Location _____
Date Range (Month Year – Month Year) _____

Technical Skills/Proficiencies:

Operating Systems:
Technical Support:
Languages:
Database Management:
Applications:

*****You do not need to state "References available upon request." References should be placed on a separate document.***