

Resume Worksheet

- Contact Information:** Tell employers who you are and how to reach you.
 - Include your full name.
 - List a mailing address where you regularly retrieve mail.
 - Include a phone number that is attached to a professional sounding voicemail greeting that will make a good impression if an employer calls to set up an interview.
 - List an e-mail address you check regularly.
- Objective:** Describe yourself and explain how you can contribute to an employer's mission or work. (Optional if you do not have extensive experience to fill one page.)
 - Start with descriptive words, and state your year in school and major.
 - Include a specific company name and position title whenever possible.
 - Tell the company what you can do *for* them (not what you're hoping to gain *from* them).
- Education:** Include the highlights from your college (*not high school*) experience.
 - Always start with your most recent school experience.
 - Include the school name and location: City and state, or city and country if foreign.
 - Include graduation date, and list as "anticipated" if still a student.
 - Include degree, major, minor, and GPA if greater than 3.0 overall OR in your major and may be verified by school records.
- Relevant Coursework:** Optional to use as a space-filler or if you need specific knowledge to qualify for a job.
 - Include a list of classes you've taken that will assist you in fulfilling the requirements of the position for which you're applying.
- Honors & Activities:** Create a portrait of your community and campus involvement.
 - Include membership in on- and off-campus clubs; point out leadership roles specifically.
 - List volunteer participation in school and community organizations, trips, and projects.
- Skills or Qualifications:** Present the employer with a list illustrating what you *know* you can do.
 - Include certifications, licenses, foreign language capabilities, computer proficiency, and other proven abilities.
- Experience:** Give employers a concise but informative picture of your work history.
 - List most recent experience first and work backwards from there.
 - Include company name, company location, position title, and dates you worked.
 - Bullet Points
 - Use phrases beginning with an action verb to give *specific* examples of your responsibilities and tasks. (*See Action Verb List document.*)
 - Emphasize leadership roles and significant responsibility.
 - Think about transferable skills from various experiences. (*See Transferable Skills document.*)
 - Add results whenever possible. (*See Result Examples document.*)
 - Use present-tense verbs for current positions and past-tense verbs for positions you no longer hold.
- References:** Upon an employer's request, provide a list of references who can vouch for your work.
 - List at least three and no more than five references.
 - Include as much as possible of the following information for each reference: name, position title, company, mailing address, phone number, and e-mail address.
 - List references on a separate sheet of paper from your resume.