

Resume Writing Worksheet

Use this form to brainstorm ideas for your resume and then place the information in your preferred resume format.

Contact Information: Name _____
Mailing Address _____
Email Address _____
Phone Number _____

Education: Institution _____
Degree seeking _____
Major/Minor/Certificate _____
Cumulative and/or Major GPA (if above 3.0) _____
Anticipated Graduation Date (Month/Year) _____

Relevant Coursework: _____
(*Optional) _____

Work Experience: Title _____
*Include jobs or internships Company/Location _____
*Use bullet points & start Duties _____
with a power verb _____
Skills Used _____
Projects/Promotions _____
Dates Employed (Month/Year to Month/Year) _____

Title _____
Company/Location _____
Duties _____
Skills Used _____
Projects/Promotions _____
Dates Employed (Month/Year to Month/Year) _____

Leadership Experience: Position _____
*Include organizations, Organization _____
teams & volunteer activities Dates Involved _____
where you contributed significantly
Position _____
Organization _____
Dates Involved _____

Activities/Volunteer: Organization _____
*Include organizations/ Dates Involved _____
volunteer work
Organization _____
Dates Involved _____

Language/Computer Skills: _____, _____, _____

Awards/Honors: _____, _____, _____

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