

Resume Worksheet

Please write or type legibly. If you need more room in any area, please make a copy of form and continue information on copy.

HEADING

Name: _____

Current Address/Phone

Street/Box: _____

City, State, Zip: _____

Phone: _____

Permanent Address/Phone (if different)

Street/Box _____

City, State Zip: _____

Phone: _____

Email Address: _____

EDUCATION

Degree (Bachelor of...): Arts Science Music Fine Arts Science in Education
Please circle one

Major(s): _____

Minor (if applicable): _____

Expected Date of Graduation: May August December 20____
Please circle one

Study Abroad Experience

Name of University: _____

City: _____

Country: _____

Dates (MM/YY-MM-YY): _____

SKILLS

Computer (please circle):

Mac	PC	Windows	MS Word	MS Excel
MS Access	MS Outlook	MS Internet Explorer	MS PowerPoint	MS Publisher
Adobe Photoshop	HTML	Mozilla Thunderbird	Mozilla Firefox	SPSS
Google Docs	Google Chrome	Social media		

Please list additional operating systems and/or software:

Languages (please list any foreign languages and proficiency level – e.g. beginning, intermediate, fluent):

HONORS

List academic, work, community, extracurricular scholarships and awards, Dean's List, honor societies, etc. **Only list high school references if you're a first-year student.**

Honor #1: _____	Dates (YY-YY): _____
Honor #2: _____	Dates (YY-YY): _____
Honor #3: _____	Dates (YY-YY): _____
Honor #4: _____	Dates (YY-YY): _____
Honor #5: _____	Dates (YY-YY): _____

ACTIVITIES

List titles of extracurricular activities, campus and community organizations, community service, etc.

Activity #1: _____	Dates (YY-YY): _____
Activity #2: _____	Dates (YY-YY): _____
Activity #3: _____	Dates (YY-YY): _____
Activity #4: _____	Dates (YY-YY): _____
Activity #5: _____	Dates (YY-YY): _____
Activity #6: _____	Dates (YY-YY): _____
Activity #7: _____	Dates (YY-YY): _____
Activity #8: _____	Dates (YY-YY): _____

EXPERIENCE

Note: We will create a chronological resume. If you are interested in a functional/skills-based resume, please schedule a follow-up appointment, in which we can help you transition to this version. Please list paid employment, internships, volunteer work, class projects, leadership in organizations, etc. that you would like us to include.

Position Title:	_____
Organization Name:	_____
Location (City and State):	_____
Dates (MM/YY-MM/YY):	_____
Duties/Accomplishments:	(e.g. Provided excellent customer service at busy Italian restaurant)

Position Title:	_____
Organization Name:	_____
Location (City and State):	_____
Dates (MM/YY-MM/YY):	_____

Duties/Accomplishments: _____

Position Title: _____
Organization Name: _____
Location (City and State): _____
Dates (MM/YY-MM/YY): _____
Duties/Accomplishments: _____

Position Title: _____
Organization Name: _____
Location (City and State): _____
Dates (MM/YY-MM/YY): _____
Duties/Accomplishments: _____

Position Title: _____
Organization Name: _____
Location (City and State): _____
Dates (MM/YY-MM/YY): _____
Duties/Accomplishments: _____

Position Title: _____
Organization Name: _____
Location (City and State): _____
Dates (MM/YY-MM/YY): _____
Duties/Accomplishments: _____

