

## Resume Development Worksheet

Take the information you fill into this worksheet to create a separate resume. You can find templates online or use resources at the local library. Ask a mentor or teacher to review your resume (and cover letter) before sending it. Try to fit everything on one page.

### Header/Contact Information

Name \_\_\_\_\_ Home/School Address \_\_\_\_\_  
Reliable Phone Number \_\_\_\_\_  
E-mail address (permanent and professional sounding) \_\_\_\_\_  
Professional online profile or web portfolio URL \_\_\_\_\_

### Resume Objective *Specific Purpose of THIS Resume, What Job Do You Want?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Skills Summary *Evidence of Core Qualifications (Top 5 Things Your Interviewer Should Know About You)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Education: *Most advanced degree to least- Graduate, Undergraduate, High School (skip HS if you have a bachelors +)*

Name of School, City, State \_\_\_\_\_  
Degree \_\_\_\_\_ Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_ Year Earned \_\_\_\_\_  
GPA (3.0 or higher) \_\_\_\_\_ GPA in Major (if significantly higher than overall GPA) \_\_\_\_\_  
Major Coursework (if needed to describe unusual major or to flesh out resume) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Academic Honors \_\_\_\_\_

Scholarships \_\_\_\_\_

Co-Op, Internship, Fieldwork (May appear in "Education" or "Experience" Sections) \_\_\_\_\_

Extracurricular/Leadership Activities \_\_\_\_\_

Volunteer Activities \_\_\_\_\_

International Study \_\_\_\_\_

Extras \_\_\_\_\_

High School Experience (if notable and relevant) \_\_\_\_\_

### Additional Training/Certifications

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Experience *Employment, Co-Op, Internship, Fieldwork*

Company/Organization, City, State \_\_\_\_\_

Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Summary of Job Duties \_\_\_\_\_  
\_\_\_\_\_

Accomplishments/Highlights/Contributions \_\_\_\_\_  
\_\_\_\_\_

**Experience Cont.** *Employment, Co-Op, Internship, Fieldwork*

Company/Organization, City, State \_\_\_\_\_

Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Summary of Job Duties \_\_\_\_\_

Accomplishments/Highlights/Contributions \_\_\_\_\_

Company/Organization, City, State \_\_\_\_\_

Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Summary of Job Duties \_\_\_\_\_

Accomplishments/Highlights/Contributions \_\_\_\_\_

Company/Organization, City, State \_\_\_\_\_

Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Summary of Job Duties \_\_\_\_\_

Accomplishments/Highlights/Contributions \_\_\_\_\_

Company/Organization, City, State \_\_\_\_\_

Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Summary of Job Duties \_\_\_\_\_

Accomplishments/Highlights/Contributions \_\_\_\_\_

**Additional Information / Personal Achievements** *Important Things That Don't Fit Into Other Categories*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Potential References** *Professors, Employers, Alumni, Mentors, Co-Workers, Club or Association Members*

_____	_____
_____	_____
_____	_____

**REVIEW**

**Ask Yourself:** Is everything on my resume true and accurate? Are there any typos?

\*Did I ask my references if I could use their names before I send out my resume?