

RESUME WORKSHEET

(Make the information on this worksheet thorough and complete. Save it as a lasting resource; update it as the years pass. Use the information as a "menu" from which to create a unique resume for each job you seek.)

Name: _____ Date updated: _____

I. Personal Information

Temporary Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-Mail: _____

Permanent Address (if different): _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-Mail: _____

[If you anticipate ever requesting a security clearance, you will need to record every place you have ever resided. You may also be required to identify and locate roommates, so record that here too!]

II. Education

First College or University: _____

Location: _____ State: _____

Degree: _____

Major(s): _____ Minor(s): _____

Date obtained: _____ Major GPA: _____ Overall GPA: _____

Other College or University: _____

Location: _____ State: _____

Degree: _____

Major(s): _____ Minor(s): _____

Date obtained: _____ Major GPA: _____ Overall GPA: _____

Other schools attended (except high school), training or certifications received, licenses obtained:

III. Experience Information (consider all experience—paid, unpaid, volunteer, etc.)

[Duplicate this section for each experience in your background]

Position title: _____

Organization name: _____

Address: _____

City: _____ State: _____

Dates employed (months & years only) From: _____ To: _____

Name of supervisor(s): _____

Duties and responsibilities: _____

Quality attributes (see p. 6) you found important and used successfully in this position.

Specific performance accomplishments or contributions (p. 7) you made to this job:

Combine the duties, qualities and accomplishments together and write a strong job description:

IV. Special Competencies

Write here your special talents, skills, training, languages (artistic, computer skills, special licenses, significant achievements), etc: _____

V. Activities

1. Memberships in professional associations, clubs or community groups, volunteer & religious organizations. Include name of the association, offices held and the dates. Add any significant activities attributed to your leadership: _____

2. Awards and Honors (academic, athletic, social, civic. Any scholarship not based on financial need): _____

3. Creative professional activities (articles written, inventions, projects presented or displayed):

VI. Personal References

List references on a separate page, not on your **resume**. Avoid using family and relatives. Generally, three or four professional or academic references and one personal reference will be sufficient. *Be sure to get permission from any reference before using their name!* Send each a thank you note for volunteering to help you, and keep them informed on your job search progress.

1. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

2. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

3. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____