

Resume Worksheet

BRAINSTORM YOUR STRENGTHS

The most important part of a resume is the content. Make sure that you are emphasizing your strengths that you want to use going forward. Think of your strengths as those areas in which you have a high interest level and high ability level. For example, if you have an ability to balance your checkbook every month to the penny, but have no interest in working with numbers; accounting isn't something you would consider a strength

CHOOSE SECTIONS OF YOUR RESUME

Typically, all resumes start with a heading of contact information. An "Objective" which explains to the employer what you are seeking can be the following entry, but is optional if you will be personally delivering your resume to an employer. Unless you have some impressive professional experience, "Education" will be included next. Following your education can be any of the following: "Skills," "Experience," "Awards," "Activities," "Publications," "Community Service," or "Professional Associations." Organize your strengths and accomplishments under relevant headings in rank order of the most impressive.

EDIT YOUR RESUME

Your resume must be one page. Go through each section and ask yourself, "Is this relevant to the job and my objective?" "Is this valuable to the employer?" "Is anything repetitive?" This will help you omit the less important information and keep the resume focused.

ASK AN EXPERIENCED PERSON FOR A RESUME CRITIQUE

Remember to have others look at your resume and ask for feedback on your information. People that know you well may remember something that you overlooked or forgot to include.

.....

Heading: Personal Information

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Email _____

Employment Objective:

Employment History: (List your most recent employment first) Leave out months if you have a spotty work history

Employer _____ City _____ State _____
 Dates of Employment: from _____ to _____
 Job Title _____

Responsibilities (list your duties and responsibilities using action words)

Employer _____ City _____ State _____

Dates of Employment: from _____ to _____

Job Title _____

Responsibilities (list your duties and responsibilities using action words)

Education: (List your most recent education first; include all degrees, diplomas, certificates, licenses, honors, and significant course work)

High School (This is only necessary if you have not completed college.):

_____ City and State: _____

Year Graduated: _____

List any academic honors or special achievements _____

College: _____

City, State: _____

Degree: _____ Major: _____

Year Graduated: _____

Include your GPA or Class Rank only if you feel that it will help in your job search.

Academic honors or special achievements _____

Skills: (list your relevant skills, use action words) (**special skills:** language, art, laboratory, computer systems, software, technical skills, secretarial skills, machinery skills, licenses. Write your experiences in which you used these special skills. Think of jobs, course projects, club activities, volunteerism, etc.)

Experience: (list your relevant experience) When you write about any experience, try to recreate it so another person will be able to understand what you did and how you did it. Initially, it may be best to write, in paragraph form, all you can remember about your specific duties or the tasks you performed, the skills you used to perform those tasks, and your accomplishments. Later you can edit, clarify and prioritize. _____

Accomplishments / Contributions: You may want to note an aspect of the job of which you are proud, or something about the experience which simply made you feel good. For example, you may choose to highlight listening, communication, or management skills on your resume in the hope of finding a job that will allow you to use the skills that come naturally to you.

Other Training: In-service training classes, workshops, or seminars. On the job training sessions; professional seminars.

Honors (and dates awarded)

References: (Do not include on your resume. Contact several people and ask their permission to use them as references. Choose both professional and personal references. Do not use relatives as a reference).

Professional references (people who can speak about your work abilities)

Name _____

Phone _____ Title _____

Name _____

Phone _____ Title _____

Name _____

Phone _____ Title _____

Personal references (people, other than relatives, who can speak about you as a person)

Name _____

Phone _____ Title _____

Name _____

Phone _____ Title _____