



## CAREER SERVICES RESUME WORKSHEET

### INFORMATION AS YOU WOULD LIKE TO APPEAR ON YOUR RESUME

Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Home: (____) _____	School: (____) _____	- _____
Cell: (____) _____	Email: _____	

### CAREER/GRADUATE SCHOOL GOALS

What are your goals – what do you want to do? _____
_____
_____

### EDUCATIONAL BACKGROUND

High School: _____	
Location: _____ State: _____	
Degree Received: _____ Graduation Date: _____	
GPA: _____ Special Honors: _____ Class Rank: _____	
.....	
Technical School: _____	
Location: _____	
Field of Study: _____ Graduation Date: _____	
Degree/Certification Received: _____	
.....	
College: _____	
City: _____ State: _____	
Major: _____ Concentration: _____	
Degree Received: _____ Graduation Date: _____	
GPA: _____ Special Honors: _____ Class Rank: _____	
.....	
College: _____	
City: _____ State: _____	
Major: _____ Concentration: _____	
Degree Received: _____ Graduation Date: _____	
GPA: _____ Special Honors: _____ Class Rank: _____	
.....	





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## ACADEMIC HONORS, SPECIAL AWARDS, AND SOCIETY MEMBERSHIPS

1. _____	Years: _____
2. _____	Years: _____
3. _____	Years: _____
4. _____	Years: _____
5. _____	Years: _____

## RELEVANT COURSES

These courses are relevant to my career interest:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## SPECIAL PROJECTS AND STUDIES

Describe class and other projects you completed that are relevant to your career interest:

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# CAREER SERVICES RESUME WORKSHEET

## COMPUTER SKILLS

I have the following computer skills:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## INTERNSHIPS/RELEVANT VOLUNTEER WORK

Title: \_\_\_\_\_ Organization: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Beginning Date: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ End Date: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_  
Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Accomplishments: What did you achieve? What are you proud of?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_ Organization: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Beginning Date: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ End Date: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_  
Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Accomplishments: What did you achieve? What are you proud of?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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### SUMMARY OF QUALIFICATIONS

Why would an employer hire me? ■or■ Why would a grad school accept me?:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### TRAINING COURSES, SEMINARS, WORKSHOPS, ETC.

Name of Course: _____			
Location of Course: _____	Sponsor: _____		
Date: _____	Certificate Received?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Topics Covered: _____			
.....			
Name of Course: _____			
Location of Course: _____	Sponsor: _____		
Date: _____	Certificate Received?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Topics Covered: _____			

### LICENSES/CERTIFICATIONS/CERTIFICATES

Certificate/License: _____	# _____
Certifying Organization: _____	
Date Received: _____	Expiration Date: _____
Certification/License For: _____	
.....	
Certificate/License: _____	# _____
Certifying Organization: _____	
Date Received: _____	Expiration Date: _____
Certification/License For: _____	



## CAREER SERVICES RESUME WORKSHEET

### CLUBS, GROUPS, PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

Organization: _____
Offices Held: _____
Achievements: _____
_____
.....
Organization: _____
Offices Held: _____
Achievements: _____
_____

### COMMUNICATION SKILLS

I have the following communication skills:			
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
Languages:	_____	Fluent	Proficient
	_____	Fluent	Proficient
			Basic Understanding
			Basic Understanding

### EMPLOYMENT HISTORY

Job 1 -(Current or last position held:)			
Job Title: _____	Employer: _____		
City: _____	State: _____		
Dates of Employment:	From: Mo. _____ Yr. _____	To: Mo. _____ Yr. _____	
Duties and Responsibilities: _____			
_____			
_____			
_____			
Accomplishments and Achievements: _____			
_____			
_____			
.....			





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Job 2

Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ To: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accomplishments and Achievements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job 3

Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ To: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accomplishments and Achievements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MILITARY HISTORY

Branch: \_\_\_\_\_

Station: \_\_\_\_\_

Offices Held: \_\_\_\_\_

Duties: \_\_\_\_\_





## CAREER SERVICES RESUME WORKSHEET

### PROFESSIONAL REFERENCES:

List people who know you and would speak highly of your skills and accomplishments. People with positions of authority are very good references. Don't use anyone who you believe would not give you a good reference. It is also a good idea to contact your references so that you have their permission and their most recent contact information.

People who make great professional references:

- Professors and Instructors
- Internship Site Coordinators
- Employers

Full Name: _____
Title: _____
Company: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Business Phone:( ) _____ - _____
Home Phone:( ) _____ - _____
Relationship: _____
.....
Full Name: _____
Title: _____
Company: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Business Phone:( ) _____ - _____
Home Phone:( ) _____ - _____
Relationship: _____
.....
Full Name: _____
Title: _____
Company: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Business Phone:( ) _____ - _____
Home Phone:( ) _____ - _____
Relationship: _____

