



CAREER SERVICES RESUME WORKSHEET

INFORMATION AS YOU WOULD LIKE TO APPEAR ON YOUR RESUME

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

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: _____	
.....	



CAREER SERVICES RESUME WORKSHEET

ACADEMIC HONORS, SPECIAL AWARDS & 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?



CAREER SERVICES RESUME WORKSHEET

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:	_____		

		



CAREER SERVICES RESUME WORKSHEET

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