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RESUME Builder WORKSHEET

***This worksheet will help you gather all the information needed to prepare your resume.***

**HEADER:** Include your basic contact information here.

Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (include area code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION:** Start with the most recent institution, and do not abbreviate.

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor/Cognate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduation Date (month & year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree (Bachelor of Science/Art): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor/Cognate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduation Date (month & year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree (Bachelor of Science/Art): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scholarships: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Awards (e.g., Dean’s List): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MAJOR ACCOMPLISHMENTS/ACHIEVMENTS:** Use this space to fill in any accomplishments or achievements you are proud of, such as Dean’s List, President’s List, scholarships, honors society, etc.

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

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**RELEVANT COURSEWORK:** This is a place to list the classes you have taken, both in and out of your major, which might relate to the job you are applying for.

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**SPECIAL RESEARCH PROJECTS OR PRESENTATIONS:** This section can describe any major projects you have conducted in your classes, such as presentations, speeches, group projects, business plans, research projects, etc.

Title of Project: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objective of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Descriptions of Project Duties (*Use action verbs like studied, collaborated*.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ACTIVITES/LEADERSHIP:** List any organizations, clubs, honor societies, or sports teams you belong to, including any leadership positions you hold.



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**WORK EXPERIENCE:** Start with the most recent job (full-time, part-time, or internship). Provide a brief description of your job duties, using action verbs (e.g., provide, manage, guide, support, coordinate, and participate). For a job you currently hold, verbs should be in the present tense (see examples in previous sentence).  For jobs you no longer hold, verbs should be in the past tense (e.g., provided, managed, guided, supported, coordinated, participated, etc.). If you would like to include more than two job descriptions, please follow the same format on a separate sheet of paper.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Worked (month & year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Worked (month & year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**COMMUNITY SERVICE:**  In this section list volunteer or service projects you have been a part of. Alongside them list what you did for the project and how many hours you spent on it.

**SKILLS:** This section is for highlighting any computer, software, research, social media, or other relevant skills you have related to your major or career (e.g., Microsoft Office, Adobe, SPSS, LinkedIn, etc.).

**CERTIFICATIONS/TRAINING:** List any certifications you have pertaining to the specific job, including the completed date, expiration date, and certification number. Also list any special training you have completed or professional development workshops you have attended.

**Use this worksheet and the example resumes from Career Services to put together a draft. Once that is complete, schedule an appointment to review your resume with a career mentor.**

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