

Resume Writing Worksheet

Use this worksheet to brainstorm ideas for your resume and then place the information in your preferred resume format.

Contact Information: _____ Name
Mailing Address _____
Email Address _____
Phone Number _____

Objective: (Optional) _____

Education: Institution _____
Degree seeking _____
Graduation Date expected (Month/Yr) _____
Major/Minor _____
Cumulative and/or Major GPA (if 3.0 or above) _____

Relevant Coursework:
(Optional)

Work Experience: _____ Title
_____ Employer/Location
Duties _____

Skills Used _____
Projects/Promotions _____
Dates Employed (Month/Yr to Month/Yr) _____
Title _____
Employer/Location _____
Duties _____

Skills Used _____
Projects/Promotions _____
Dates Employed (Month/Yr to Month/Yr) _____

Leadership Experience: _____ Position
Organization _____
Date Range _____
Position _____
Organization _____
Date Range _____

Awards/Honors/Activities: _____ Organization/Award
_____ Dates
Organization/Award _____
Dates _____

Language Skills/Proficiencies: _____, _____, _____

Computer Skills/Proficiencies: _____, _____, _____

***You do not need to state "References available upon request." References should be placed on a separate document. See page 28 for a Reference page example.*