

Resume Worksheet

R-MC CAREER SERVICES

Use this worksheet to gather all the information you will need to start your resume. The worksheet items are designed to prompt you to record all the information you may want to use in creating your resume. After completing this worksheet, decide on the resume format that is best for you and begin to select information from the worksheet that will make the strongest, most relevant presentation of your accomplishments. You may need to create several targeted resumes if you are looking at different types of jobs. Be sure to have career counselors, along with your faculty, review your resume for formatting, content, clarity, and typos. Remember to update & revise your resume on a regular basis.

Contact Information

Name:

College Mailing Address:

College Phone:

College Email:

Home Mailing Address:

Home Phone:

Home Email:

Education

Degree: Bachelor of Arts Bachelor of Science

College Name:

College Address (city/state):

Date of Graduation (month/year):

Major(s):

Minor(s):

Overall GPA:

Major GPA:

Class Rank:

(You can get all of the above from the Registrar's Office; include your GPA if it is a 3.0 or above)

Relevant Courses/Research Projects

(This section is optional; list no more than 10 classes)

Honors & Activities

Dean's List (semesters/dates):

Awards:

Honor societies, offices held, duties:

Clubs, offices held, duties:

Sports (captain, awards, records, etc.):

Other:

% of total college expenses contributed by you personally:

Work Experience

List all relevant jobs, paid and unpaid, starting with the most recent. Include all relevant summer work, academic year employment, internships, and volunteer work. Describe all job duties using action verbs (i.e. - "Trained and supervised new employees") plus quantify accomplishments (i.e. - "increased sales by 40%," etc). Consider listing a major campus leadership position as a work experience (i.e. - office in an organization if there were significant activities, responsibilities and accomplishments – particularly if it relates to what you want to do).

Position/Job Title:

Company Name:

Company Address (city/state):

Dates of Employment (mo/yr or season):

Duties & Accomplishments (action verbs & quantify):

Position/Job Title:

Company Name:

Company Address (city/state):

Dates of Employment (mo/yr or season):

Duties & Accomplishments (action verbs & quantify):

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Position/Job Title:

Company Name:

Company Address (city/state):

Dates of Employment (mo/yr or season):

Duties & Accomplishments (action verbs & quantify):

Additional Relevant Skills/Competencies/Accomplishments

(i.e. - Eagle Scouts, professional memberships, language & computer proficiencies, special skills, certifications, etc.)