CSC

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Resume Worksheet

Complete the following worksheet to assist you in organizing your thoughts and resume content. After having done so, you will be better prepared to choose the best format for your resume

IDENTIFYING INFORMATION

Current Address:	Permanent Address:
Name:_____	Name: _____
Address:_____	Address:_____
(Street and number, city, state and zip code)	(Street and number, city, state and zip code)
Home Phone: (___)_____	Home Phone: (___)_____

E-mail Address:_____

> NOTE: Should you anticipate a change in your current address (i.e., returning to a permanent address following graduation) while in the job search process, include both your current and permanent addresses. If not, your current address is sufficient.

JOB OBJECTIVE: Be brief and specific to the target position._____

_____

_____

EDUCATION: High School information is included only in resumes of freshmen.

_____	_____
(Name of University)	(University City, State and Country, when outside USA)
_____	_____
(Degree, credits or certification earned)	(Expected Date of Graduation)
_____	_____ _____
(Major, Minor(s) or Concentration(s))	(Overall GPA) (Major GPA)

If you have attended other educational institutions, you may include that information. List the GPAs from those institutions, especially if they are a 3.0 (on a 4.0 scale) or better.

EXPERIENCE: (List work experience in reverse chronological order, most recent first.)

Keep in mind that non-paid experiences related to your field of interest can be as valuable as paid experience. List as many employers or positions as you have had; however, highlight those experiences, accomplishments, and transferable skills to the position you seek.

Employer Name:_____City, ST_____

Position Title:_____ Dates Employed: _____
(month/year-month/year)

- Describe duties and responsibilities related to this position

- _____

- _____

- _____

- _____

Employer Name:_____City, ST_____

Position Title:_____ Dates Employed: _____
(month/year-month/year)

- Describe duties and responsibilities related to this position

- _____

- _____

- _____

- _____

Employer Name:_____City, ST_____

Position Title:_____ Dates Employed: _____
(month/year-month/year)

- Describe duties and responsibilities related to this position

- _____

- _____

- _____

- _____

HONORS/AWARDS: (Include dates received)

_____

_____

SPECIAL SKILLS: (Computer skills, technical skills, language proficiencies, skills unique to the field)

_____

_____

LEADERSHIP/ACTIVITIES/VOLUNTEER WORK: (Both on and off campus)

_____

_____

RELEVANT PROJECTS: (Include project if skills were gained which are needed in this targeted

position)_____

_____

REFERENCES: On resume, "Available Upon Request"

1. Name:_____Phone: (___)_____

   Job Title:_____Organization/Company_____

   Address:_____ City:_____ST:_____

   Email Address_____

2. Name:_____Phone: (___)_____

   Job Title:_____Organization/Company_____

   Address:_____ City:_____ST:_____

   Email Address_____

3. Name:_____Phone: (___)_____

   Job Title:_____Organization/Company_____

   Address:_____ City:_____ST:_____

   Email Address_____