

RESUME-BUILDING WORKSHEET

Follow this worksheet to customize your personal resume.

Name _____

Address _____

Phone _____

Email _____

Summary statement (Clean, concise, immediate objective) _____

Education (Current school, anticipated graduation date, GPA only if it's above a 3.5) _____

Work Experience

Job title _____ Dates _____

Employer _____

City, State _____

Major duties _____

Skills developed _____

Special projects _____

Accomplishments _____

Skills

Technology, language, other special skills

Honors & Activities

(Volunteer, campus, student groups, leadership roles, community work, scholarships, awards, research)

Circle power words you could use.

Advised

Briefed

Compiled

Edited

Monitored

Served

Aided

Built

Composed

Enforced

Negotiated

Staged

Assembled

Chaired

Consulted With

Enhanced

Persuaded

Streamlined

Assessed

Coached

Coordinated

Evaluated

Presented

Supported

Audited

Collaborated

Created

Facilitated

Publicized

Teamed With

Authored

With

Directed

Informed

Researched

Tested

Investigated

Restructured

Tracked

Mentored

Scheduled

Trained

Formatting Tips:



- Keep your resume to one page.
- Keep it simple. Use the same formatting throughout your resume to make it easy to read.
- Spell check; errors do not make a good first impression.
- TMI (too much information) warning: do not include personal information such as birth date, ethnicity, interests, or hobbies.
- No need to mention you have references, employers will request them.
- Spell it out; no abbreviations.