

# RESUME WORKSHEET

**Getting Started:** Use the attached worksheet to collect the information you wish to include on your resume, then sit down at the computer and arrange it according to the format of your choice. Use action verbs to help you with your descriptions. It will probably take several revisions, but the result will be a great resume.

**Help:** Career & Leadership Development can help you create a winning resume. We offer on-on-one guidance and a resume review service, and our library contains a number of resume writing books.

What name will you use professionally? (i.e., some individuals prefer full name rather than using initials)

What is your permanent address and phone number and your school address and phone number? (To abbreviate a state, use two capital letters and no periods, i.e., TN, AL, etc.)

State the month and year you will receive your degree and whether it will be a Bachelor of Science or of Arts (example: Sewanee: The University of the South, Sewanee, TN, Bachelor of Arts expected May 2016)

What is your major (and minor or concentration)?

Should you list your cumulative GPA? If above a 3.0, you should list it. If below, leave it off unless the employer specifically requests inclusion. Many students add a GPA in their major if that makes the GPA picture a bit brighter. (Check with Career & Leadership Development if you need to learn how to compute this number.)

Have you received any merit-based scholarships? If so, what are the names of the scholarships and what was the basis for the award?

List any academic honors you have received:

You may want to list relevant coursework from college:

If you studied abroad, list the dates, name of foreign institution, program and any significant accomplishments:

If you transferred to Sewanee from another school, name of that school and any degrees, honors or accomplishments:

High school name and graduation date (optional). Any high school honors or achievements which are particularly relevant to the position for which you are applying?

List every job you have ever had, paid and unpaid positions, including work study. You may not list them all in the final version, but listing them may help highlight skills or accomplishments you would like to include. List your job title, name of employer, city, state, dates of employment and a description of your duties and accomplishments.

*Job 1)*

*Job 2)*

*Job 3)*

*Job 4)*

List all volunteer or community service work or extracurricular activities. Include dates of involvement, all positions of responsibility or leadership, honors, goals met, committee memberships, etc.

*Item 1)*

*Item 2)*

*Item 3)*

*Item 4)*

*Item 5)*

List your computer skills (only those more advanced beyond Word, Power Point or basic Excel):

List any other Additional skills, such as foreign languages, which may be relevant to the position to the position for which you are applying.

List any certifications or advanced training

List any interests which define you or are unique (optional if room)