

# Resume Writing Worksheet

Use this form 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 \_\_\_\_\_

## Education:

Institution \_\_\_\_\_  
Degree seeking \_\_\_\_\_  
Major/Minor/Certificate \_\_\_\_\_  
Cumulative and/or Major GPA (if above 3.0) \_\_\_\_\_  
Anticipated Graduation Date (Month/Year) \_\_\_\_\_

## Relevant Coursework: (\*Optional)

\_\_\_\_\_

## Work Experience:

\*Include jobs or internships  
\*Use bullet points & start  
with a power verb

Title \_\_\_\_\_  
Company/Location \_\_\_\_\_  
Duties \_\_\_\_\_  
Skills Used \_\_\_\_\_  
Projects/Promotions \_\_\_\_\_  
Dates Employed (Month/Year to Month/Year) \_\_\_\_\_

Title \_\_\_\_\_  
Company/Location \_\_\_\_\_  
Duties \_\_\_\_\_  
Skills Used \_\_\_\_\_  
Projects/Promotions \_\_\_\_\_  
Dates Employed (Month/Year to Month/Year) \_\_\_\_\_

## Leadership Experience:

\*Include organizations,  
teams & volunteer activities  
where you contributed  
significantly

Position \_\_\_\_\_  
Organization \_\_\_\_\_  
Dates Involved \_\_\_\_\_  
Position \_\_\_\_\_  
Organization \_\_\_\_\_  
Dates Involved \_\_\_\_\_

## Activities/Volunteer:

\*Include organizations/  
volunteer work

Organization \_\_\_\_\_  
Dates Involved \_\_\_\_\_  
Organization \_\_\_\_\_  
Dates Involved \_\_\_\_\_

## Language/Computer Skills:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## Awards/Honors:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

You do not need to state "References available upon request." References should be placed on a separate document.