



RESUME WRITING WORKSHEET

The following worksheet will help you construct various sections of your resume. Think about the following areas and make notes for each section as appropriate. This will help you develop a professional resume with relevant and necessary content. If a category does not have enough space, please feel free to use scrap paper.

HEADING - Personal Information

This is the identifying information that appears at the top of the resume. You may include an alternate address to indicate where an employer may contact you if you currently reside in more than one location.

Name _____

Address _____

Phone # _____

Email _____

(Make sure your email address is one that you check daily and that it is appropriately named.)

OBJECTIVE (Optional)

What type of position are you seeking? Include an objective if you have a clear direction (career goal, industry).

EDUCATION

List all colleges and universities from which you have earned or will earn a degree. Do not abbreviate. Start with your most recent.

School _____ City, State _____

Degree _____ GPA _____ Graduation Date (Month/Year) _____

Major(s) _____

Emphasis _____

Minor(s) _____

Semester Honors _____

RESEARCH, CLASS PROJECTS

Note research or class projects which are related to your field of interest if appropriate.

CERTIFICATIONS & LICENSURES

Examples might include CPR/First Aid, Microsoft, Teaching, etc...

Name of Certificate/License _____ Date Rec'd/Expires _____

Organization granting Certification/Licensure _____

EXPERIENCE – Work, Internships and/or Related

List your experience, with most recent information first. When noting your responsibilities & accomplishments use concise statements describing your role, using action verbs to describe your skills, activities and accomplishments; quantify when possible.

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

HONORS & AWARDS

Include name of honor/award, date received & name of organization giving award.

SKILLS

This section can help you demonstrate proficiency in areas not otherwise outlined in your academics or experience sections. Focus on skills most relevant to your desired position/career field. Skills might include:

- Languages (note level of fluency)
- Computer skills – list programs and languages you are able to use
- Other field specific areas, such as techniques, instrumentation

PROFESSIONAL ASSOCIATIONS

List name of organization and dates of membership. Note if you are a student member of a professional association/organization.

INVOLVEMENT – Campus, Community, Volunteer

Highlight activities that demonstrate involvement in organizations, leadership roles and note length of membership.

REFERENCES

NOTE: References are *not* included on your resume. Create a separate references page, listing at least 3 individuals who can attest to your work ethic, academic performance, skills and abilities. Ask these individuals to serve as references *prior* to including on your reference page.

Name _____ Title _____
Organization _____
Address _____
Phone _____ Email (Optional) _____

Name _____ Title _____
Organization _____
Address _____
Phone _____ Email (Optional) _____

Name _____ Title _____
Organization _____
Address _____
Phone _____ Email (Optional) _____

WHAT'S NEXT?

After compiling your information, enter it into a Word document. Samples of various resume formats are available on the Career Services' website at www.uwgb.edu/careers. Remember, the staff in Career Services are available to review your resume and help you best market yourself to employers. Call the office to set up a time to have your resume critiqued.

Sample Resume for High School Students

Jane Doe
12 Snelling Avenue
St. Paul, Minnesota 55116
(651) 555-1111
jane.doe@spps.org

Education Highland Park Senior High, class of 2008 (3.8 GPA)

Experience

- St. Paul Public Library—University Branch (June 2005-present)
- Maintained library database on checked-out materials.
 - Coordinated volunteer program for Story Time.
 - Organized card catalog to incorporate new materials.

National Honor Society (2003-present)

Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

Awards

- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

References

Available upon request.

Contact information: should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both.

Education: include graduation date and GPA if it is 3.0 or higher.

Formatting Experiences: (2 options)

1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

Writing About Experiences

Regardless of style, begin each phrase/sentence/ bullet with an *active verb*. See the examples to the left: maintained, coordinated, organized, participated...see back of page for more examples.

Headings The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

General Formatting You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (New York, Arial, just not cursive...) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend.
- Use resume weight paper (available in copy centers).
- Pick a light, neutral color, like white or ivory.
- Laser print it or have it done at the copy center.
- Get matching envelopes and paper for cover letters.

Action Verbs: Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume. This is by no means an exhaustive list.

Management Skills

administered
 analyzed
 assigned
 chaired
 consolidated
 contracted
 coordinated
 developed
 directed
 evaluated
 executed
 improved
 increased
 organized
 oversaw
 planned
 prioritized
 produced
 recommended
 reviewed
 scheduled
 strengthened
 supervised.

Communication Skills

arranged
 authored
 collaborated
 convinced
 developed
 directed
 drafted/edited
 formulated
 interpreted
 mediated
 moderated
 negotiated
 persuaded
 promoted
 publicized
 reconciled
 recruited
 translated
 wrote

Research Skills

clarified
 collected
 critiqued
 diagnosed
 evaluated
 examined
 extracted
 identified
 inspected
 interpreted
 interviewed
 investigated
 organized
 reviewed
 summarized
 surveyed

Technical Skills

assembled
 built/calculated
 computed
 designed
 devised
 engineered
 fabricated
 maintained
 operated
 overhauled
 programmed
 remodeled
 repaired
 solved
 upgraded

Teaching Skills

adapted
 advised
 clarified
 coached
 communicated
 coordinated
 demystified
 developed

enabled

encouraged
 evaluated
 explained
 facilitated
 guided
 informed
 instructed
 persuaded
 set goals
 stimulated
 trained

Financial Skills

allocated
 analyzed
 appraised
 audited
 balanced
 budgeted
 calculated
 computed
 developed
 forecasted
 managed
 marketed
 planned
 projected
 researched

Creative Skills

acted
 created
 customized
 designed
 developed
 directed
 established
 founded
 illustrated
 initiated
 instilled
 integrated
 introduced
 invented

originated

performed
 planned
 revitalized
 shaped

Helping Skills

assessed
 assisted
 clarified
 coached
 counseled
 demonstrated
 diagnosed
 educated
 expedited
 facilitated
 familiarized
 guided
 motivated
 referred
 rehabilitated
 represented

Clerical or Detail Skills

approved
 arranged
 catalogued
 classified
 collected
 compiled
 dispatched
 executed
 generated
 implemented
 inspected
 monitored
 operated
 organized
 prepared
 processes
 purchased
 recorded