

# Resume Building Worksheet

**Vital Information:**

- 1. Address \_\_\_\_\_
- 2. Email \_\_\_\_\_
- 3. Phone number \_\_\_\_\_

**Career Goal or Objective** (what do you see yourself doing? What do you want to do in your field of study?) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Skills and Abilities you possess:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Accomplishments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education:**

1. Name of the Institution \_\_\_\_\_
2. City and State the Institution is located \_\_\_\_\_
3. Major/Degree \_\_\_\_\_
4. Dates attended/month and year of graduation \_\_\_\_\_
5. Special honors associated with the degree \_\_\_\_\_
6. Significant courses or skills specific to job \_\_\_\_\_

Any technical or career education?

1. Name of the Institution \_\_\_\_\_
2. City and State located \_\_\_\_\_
3. Certificate name \_\_\_\_\_
4. Date awarded \_\_\_\_\_

Will start with the most current listed first then continue to the next educational experience using a consistent format

**Work Experience:**

Start with the most current first and work in reverse chronological order

Job #1

1. Job title \_\_\_\_\_
2. Place of Employment \_\_\_\_\_
3. City and State of employment \_\_\_\_\_
4. Dates employed \_\_\_\_\_
5. Duties and responsibilities \_\_\_\_\_
6. Accomplishments \_\_\_\_\_

Job #2

1. Job title \_\_\_\_\_
2. Place of Employment \_\_\_\_\_
3. City and State of employment \_\_\_\_\_
4. Dates employed \_\_\_\_\_
5. Duties and responsibilities \_\_\_\_\_
6. Accomplishments \_\_\_\_\_

Job #3

1. Job title \_\_\_\_\_
2. Place of Employment \_\_\_\_\_
3. City and State of employment \_\_\_\_\_
4. Dates employed \_\_\_\_\_
5. Duties and responsibilities \_\_\_\_\_
6. Accomplishments \_\_\_\_\_

Job #4

1. Job title \_\_\_\_\_
2. Place of Employment \_\_\_\_\_
3. City and State of employment \_\_\_\_\_
4. Dates employed \_\_\_\_\_
5. Duties and responsibilities \_\_\_\_\_
6. Accomplishments \_\_\_\_\_

**Organization Memberships, Community Service, Activities:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Honors, Awards, Accomplishments, Certifications, Licensures:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_