

Resume Worksheet

Name _____
Address _____
Phone _____
E-mail _____

- Objective What kind of work or position are you seeking?
(Be specific)
- Skills What skills do you bring to the job?
No more than four or five (use bullets)
- Education List education experience with your college experience
(*DO NOT list high school*)
- | Name of College/University | Graduation Date |
|-----------------------------------|-----------------|
| Degree Minor | GPA (if 3.5+) |
- Internship Describe it as you would a regular work experience (use bullets)
- Student Teaching Describe it as you would a regular work experience (use bullets)
- Work Experience List experiences starting with most recent job. You can also include volunteer work experience (if relevant to position).
- Date started to Date ended (or to Present)
 Name and Location (City, State) of place of employment
 Highlight responsibilities/experiences (use bullets)
- Activities and Honors Use your college information – unless your high school award was exceptional (use bullets)
- References DO NOT list your references on your resume. Explain how the reader can obtain them.
- A separate enclosed page
 - Request copy of credential file from Career Services
 - Available upon request