

# RESUME WORKSHEET – for brainstorming and information collection

ADD ANY ADDITIONAL INFORMATION TO REVERSE SIDE >>



## Contact Information

Your legal name	
Full address, city, state, zip	
Telephone number(s)	
Email address	



## Objective: What is the EXACT JOB that you are applying for:

Examples: • A position as a receptionist in a hospital. • To obtain full time employment as a cashier.  
 • To transition into the paralegal field from 10 years in the finance industry. • Dental hygienist.



## What are your TOP SKILLS for the *job you are applying for*. Use **Keywords** (see **Keywords** info sheet).

Briefly list all your best skills that you can bring to **this job**. • What did your last supervisor love about your work?  
 • What are you always being complimented for? • What can you do over and above what another employee can do?  
 This is your opportunity to impress your potential employer and interest him to read the rest of your resume!

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## Computer Skills

List all the computer programs you can operate, including industry specific software.  
 Your finished resume will list those computer programs that would benefit **the job you are applying for**.



## Achievements, Awards, Certifications, Professional Associations



## Volunteer Work

List any that gave you professional skills that would add to your employability **in the job you are applying for**.

Organization name	City	State
Your Title	Dates (mo/yr)	
Your responsibilities/duties		

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**Education, Special Training (and Military), and any Relevant Coursework *for the job you are applying for.***

List most recent first: **Name of institution, City, State, Dates.** List the name of the degree received (or expected graduation date) and major. List any outstanding achievements like a very high GPA, honors, awards.




**Employment History**

List your most recent employer first, go back 10-15 years only (*Speak to a Career Advisor advisor for older jobs*). Briefly list your duties and what you accomplished there that made you outstanding.

Employer name	City	State
Start date (mo/yr)	End date (mo/yr)	
Your Job Title		
Duties		
Accomplishments		
Employer name	City	State
Start date (mo/yr)	End date (mo/yr)	
Your Job Title		
Duties		
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