Resume Worksheet

Use this worksheet as a guide to get started with identifying the information you can and may want to include on your resume. Refer to the tips on the reverse side of this handout when actually constructing your resume.

OBJECTIVE
What type of position are you seeking, and what skills can you offer the
employer?_____
_____
_____

EDUCATION
Bachelors of Arts/Science in _____
Minors, concentrations, emphasis: _____
Expected graduation date _____
Overall GPA: _____ (if above 3.0)
Major GPA: _____ (if above 3.0)

CERTIFICATIONS (i.e. NYS Provisional Teaching Certification, CPR, First Aid, Lifeguard, etc. Also include dates.)
_____
_____

RELEVANT COURSEWORK (Three to six upper level courses that directly relate to the position you are applying for)
_____
_____
_____
_____

WORK/INTERNSHIP EXPERIENCE (Include job title, organization's name, city, state, and dates for each)
_____
_____
_____
_____
_____

LEADERSHIP & INVOLVEMENT (Be sure to include dates, i.e. September 2010-March 2011 or Fall 2010-Present)
_____
_____
_____
_____
_____
_____

HONORS & SCHOLARSHIPS (Be sure to include the award, organization granting the award, and dates)
_____
_____
_____
_____

VOLUNTEER EXPERIENCE (Be sure to include organization's name, city, state, and dates for each)
_____
_____
_____
_____
_____

SKILLS
*Computer:*_____
*Language:*_____

NOTE: PLEASE REVIEW THE TIPS ON THE REVERSE SIDE OF THIS WORKSHEET.
The purpose of this worksheet is to get you started. Everyone's resume should be unique so you should try to be creative with your format and headings. The goal is to present yourself in the best way possible to potential employers or graduate schools. Stop by or contact Career Services if you would like your resume reviewed.

101 Muller Center ◆ (607) 274-3365 ◆ careers@ithaca.edu ◆ www.ithaca.edu/careers

Resume Writing Tips

❖ Use standard resume paper (preferably white- avoid flashy colors).

❖ Make your resume easy to read and present the most relevant information early.

❖ **Do not use templates**! They are recognized as such and you don't want your resume to look like thousands of other people's resumes. If you want to get started with a template, at least change things around to make it your own.

❖ **Consistency is very important**! For example, make sure that margins and spacing are the same for everything (dates, bullets, headings, etc.), the format/setup of each entry is consistent, and your font is uniform.

❖ Use a larger, bolder, and/or noticeable font for your name so that it stands out.

❖ **Do not include personal information** such as your birth date, social security number, height, weight, marital status, etc.

❖ Use an **appropriate e-mail address**, like your school e-mail or your_name@yahoo.com.

❖ All section **headings should stand out** (i.e., bold, underline, larger font, etc.) to make the resume easy to navigate.

❖ Begin with an objective that states the purpose of your resume using a short phrase, not a complete sentence. Individualize it to the specific employer when possible (i.e., To obtain the project manager position at NBC).

❖ In your education section, you can include your **GPA if it is above a 3.0**. Do not round your GPA up or down. Include one or two decimal places.

❖ For practical experiences (paid or unpaid), each includes: **position title, employing organization, location, and length of time worked.**

❖ **Do not use sentences on a resume**. You want it to be short and sweet – easy for the employer to read. Explain each job/internship using precisely worded bulleted phrases, each beginning with an action word. Also, since they are not complete sentences, don't use punctuation. If you have the extra space, you may want to consider using bullets under other experiences, like volunteer work, extracurricular involvement, etc.

❖ For current positions use verbs in the present tense. For former positions, use past tense verbs.

❖ **Do not use personal pronouns** (i.e., I, me, she, her, his, etc.).

❖ Quantify job duties whenever possible (i.e., Increased monthly museum attendance by 45% using strategic marketing practices)

❖ You can be creative with your section headings. Examples: Related Experience, Volunteer Work, Employment, Training and Certifications, Leadership and Involvement, Clubs and Organizations, Special Skills, Honors and Awards.

❖ **Do not include high school information** (jobs, awards, education, etc.) after sophomore year of college. The only exception would be if an award or job was especially prestigious or it relates directly to the position you are applying for.

❖ An employer might not know what certain groups or organizations are, so be sure to clarify or spell out acronyms if necessary. Example: SIFE (Students in Free Enterprise).

❖ Relevant Coursework is an optional listing – use it only if the courses really are relevant to the position you are applying for and you have a few to list (three to six), not just one or two. **Do NOT list introductory courses or course codes**.

❖ "References available upon request". Including this statement is a matter of preference. Many people include it, but it is not necessary since most employers assume that you will provide references at their request.

❖ **Proofread! Proofread! Proofread!** Have as many people as you can review your resume.

❖ **Never send a resume without a cover letter**, even if the employer does not request a cover letter. Including your list of references is a good idea as well. Use the same header you used on your resume for your references list.

❖ **Most employers prefer one page resumes**, but if you need two pages to fit in all of your information, use all or part of your heading on the second page, do not print on the back side, be sure to fill the entire second page, and use a paperclip instead of stapling the pages. Certain career fields should NOT use more than one page, such as many business fields like accounting.

❖ If an employer requests that you send your resume electronically, it is safer to save it as a PDF so that no formatting issues occur when the employer opens your resume on his or her computer.