

LEVEL I RESUME WORKSHEET

	Total Points Earned
38	Total Points Possible
	Percentage

Name _____

Date _____

Directions: The following worksheet includes the possible parts of a resume. Complete the worksheet by filling in the blanks to answer the questions below. After completing the worksheet, you will be ready to format and type your resume.

Heading 4 points

First Name, Middle Initial, Last Name: _____

Street Address, City, State, Zip Code: _____

Area Code, Telephone Number: _____

E-mail: _____

Education 6 points

Degree: _____

School: _____

Date of Graduation: _____

Special workshops, seminars, coursework: _____

G.P.A. _____

Skills 15 points (one point per required element)

Identify 3 major skills needed for your occupation. For each skill, brainstorm 2-3 examples of when you have used the skill in the past. Write a one line statement that clearly and concisely describes how you used or developed the skill in the past

Skill	When You Have Used the Skill in the Past	One Line Statement
1.	1. 2. 3.	
2.	1. 2. 3.	

3.	1. 2. 3.	
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Work History 7 points (one point per required element for one job)

You should describe your work responsibilities with an emphasis on achievements using action words to communicate your skills. List the most important and related responsibilities first. Identify the most relevant work experiences and describe them fully. Be brief with the irrelevant experiences or omit them. Describe at least one job. A job can include volunteer service; it does not have to be something you earned a paycheck for.

Job	Responsibilities
Position Title: Name of Organization: Location (town, state): Dates:	1. 2. 3.
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Awards, Activities, Volunteer Service: 6 points (at least one example of each item)

Activities, Honors, and Leadership are also important categories to include. If the activities involved work responsibility, note it in some detail. The employer is interested in the skills you have developed whether through volunteer or paid experiences. If you were elected to offices or committees, mention it. Recognition and demonstration of leadership roles are valuable. Try to think of at least one activity per category and write a description.

Activity	Description
Awards:	
Activities:	
Volunteer Service:	