

RESUME WORKSHEET

PERSONAL CONTACT INFORMATION (Tip Sheet)

NAME: _____

PHONE/CELL: _____

EMAIL: _____

JOB OBJECTIVE or PROFILE STATEMENT or SUMMARY STATEMENT: (Tip Sheet)

The purpose of an objective, also known as a career profile, is to let the employer know which position or type of work you are applying for and how it relates to your skills and experience.

HIGHLIGHTS OF QUALIFICATIONS or CORE SKILLS or COMPETENCIES: (Tip sheet)

Describe your top skills, qualifications and/or attributes as they relate to the position you are applying for. Remember to gear these highlights to each job you are applying for.

WORK EXPERIENCE or EMPLOYMENT HISTORY: (Tip sheet)

This section of your resume gives employers a detailed look at your duties, skills and achievements on the job, and allows them to see what you have done in the past and decide if that is what they are looking for in the position they are filling.

Use STAR template to write accomplishment based statement (Situation, Task, Action, and Result):

- Begin with strong action verb (present tense for current job, past tense for former job)
- Situation: + describe (what/when/where/who/how) the task +
- Action: what did you do, when was your schedule for the action, where did your action take affect, who did you work with/for, how did you change something +
- Result: (improvements, creation of something new, etc.)
- Minimum 3 bullets up to 5 bullet points per position being described

Experience (continued)

Position: _____

Company Name: _____

Location (city or country): _____

Dates Employed: _____

Duties/Responsibilities:

Position: _____

Company Name: _____

Location (city or country): _____

Dates Employed: _____

Duties/Responsibilities:

Position: _____

Company Name: _____

Location (city or country): _____

Dates Employed: _____

Duties/Responsibilities:

EDUCATION: (Tip sheet)

Name of Diploma / Degree / Certificate _____

Name of School _____

Location (city or country) _____

Dates Attended _____

Optional: List any specific courses, special accomplishments or achievements, awards, or extra-curricular activities.

Name of Diploma / Degree / Certificate _____

Name of School _____

Location (city or country) _____

Dates Attended _____

VOLUNTEER WORK: (Tip sheet)

Volunteer activities speak to your overall attitude on life and let an employer know what kinds of things are important to you.

Position: _____

Company Name: _____

Location (city or country): _____

Dates Employed: _____

Duties/Responsibilities:

Note: Be specific! Did you supervise people? If so, how many people? Did your action produce a result?

OTHER INTERESTS: (Tip sheet)

Experts differ widely on whether to include anything at all on your resume concerning your interests. As a general rule, include them as they speak to your "Positive Attitude on Life" and provide the employer with a window into what you do when you are not working. You may even get an interview because an employer notices that you are interested in something they are interested in!

