

Resume Worksheet

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

If you are graduating senior, you may want to add your permanent address to your current address on your resume, especially if you plan to move soon after graduation.

PROFILE

Use targeted statement that tells the employer exactly what position you are applying for, what 2 strengths you would bring to the position, and the ultimate goal of such a position. Example: Seeking a challenging position in advertising sales, where I can utilize my strong academic background, and marketing experience to develop strong relationships with clients and increase sales.

1. *Start by listing technical or professional skills you have attained in your career area, ie; Skilled at creating business plans, Proficient in various types of classroom learning techniques, Knowledge of various types of accounting and tax procedures, etc. This should be your first 3-4 statements.*
2. *Next list things that you are really proud of or like about yourself. For example, what makes you a good employee or coworker, ie; Strong customer service experience combining a ready smile and personable touch, Able to work quickly and accurately under pressure, etc.*

EDUCATION:

School Name _____

City/State _____ Attendance Dates (if recent) _____

Degree/Diploma/Certificate Earned _____ Major _____

If space allows, it may benefit you to list some of the courses or course projects you have completed.

WORK EXPERIENCE

1. *List your work history (include self-employment and volunteer or unpaid work), leave no gaps.*
2. *Begin with your present or last job or work situation and work backwards. Add any accomplishments, projects, promotions or achievements of each position.*

Employer _____

Address _____

Dates of Employment: _____

Position or Job Title _____

Job Description/Summary of Achievements:

Employer _____

Address _____

Dates of Employment: _____

Position or Job Title _____

Job Description/Summary of Achievements: _____

Employer _____

Address _____

Dates of Employment: _____

Position or Job Title _____

Job Description/Summary of Achievements: _____

LICENSES AND CERTIFICATIONS:

Only include this section if the license or certificate is directly related to the position being applied for.

ORGANIZATIONS/ACTIVITY/COMMUNITY INVOLVEMENT

Use only organizations/activities that are relevant to the position you are applying for, or show leadership or community participation. Add any honors or awards you may have received. Include the name of the organization and your contribution. You may add more activities if you need to fill up space, but if you are running short of space, this is the section to delete.

RESEARCH & PRESENTATIONS:

Use for CV (vita) and graduate school resumes only

Questions or concerns? Contact: Stacie Hays, Career Counselor
Morningside College, 219 Lewis Hall
(712) 274-5254
hays@morningside.edu

REFERENCE SHEET

1. You may use both Business/Professional references and personal references.
2. Make sure you contact each individual to make sure you have their permission to use them as a reference.

Name _____

Company _____

Job Title _____

Address _____

City, State, Zip _____ Phone _____

Name _____

Company _____

Job Title _____

Address _____

City, State, Zip _____ Phone _____

Name _____

Company _____

Job Title _____

Address _____

City, State, Zip _____ Phone _____

Name _____

Company _____

Job Title _____

Address _____

City, State, Zip _____ Phone _____

Name _____

Company _____

Job Title _____

Address _____

City, State, Zip _____ Phone _____