

Resume Worksheet

Completing this worksheet is the first step to writing a professional resume. As you pull together and record your work history, use separate sheets of paper to write your information, following the guidelines provided in each section. An Employment Counselor at the Workforce Resource Center is available for a resume critique after you have included all information and have formatted your resume.

1. **Contact Information:**

- How the employer can reach you.

Name:

Address:

Phone:

Cell Phone:

Email:

LinkedIn URL:

2. **Objective (optional):**

- Job Title
- Write a sentence or two about your employment goals. This can be in paragraph format or a headline with three bullet points listed.
- Your objective should be a customized statement that describes why you are the best candidate for the job—focus on what you can offer the employer, not on what you want.
- Tailor it to fit the job description.

3. **Career Summary:**

- What do you want to do?
- This is your introduction, identify the main idea you want to communicate.
- Write a brief description of your professional background. You can choose to highlight specific skills, traits, knowledge, or industry specific experience.
- Your summary should be an overview of your experience that sums up 3-5 of your most important strengths, skills, accomplishments.
- Sometimes this is easier to write once you have completed the rest of your resume.

4. **Highlights (optional):**

- Write 3-6 of your skills in 2 columns.

□

□

□

□

□

□

5. **Accomplishments (optional):**

- Include this only if you have measurable examples of going above and beyond your basic job responsibilities. These should be notable and exceptional accomplishments. If you can't think of anything noteworthy, remove this section.
- Give examples in a simple bulleted list.
- Describe results rather than job duties. Communicate what you achieved rather than actions you took.

6. **Experience:**
- List your work experience with emphases on significant accomplishments and measurable results.
 - Enter details about what you did in your previous jobs—starting with responsibilities and including results and achievements.
 - Include all relevant jobs including volunteer experience and internships.
 - List the company, city/state, job title, dates worked.
 - List the most recent job first then go back in order of the jobs you’ve held.

Job Title

Company #1

City, State

Dates Worked (Year - Year)

- Responsibilities/Achievements
- Responsibilities/Achievements

Job Title

Company #2

City, State

Dates Worked (Year - Year)

- Responsibilities/Achievements
- Responsibilities/Achievements

7. **Education:**
- List any degree, course work, professional development or training programs that have prepared you for the job. Educational achievements can include licenses, apprenticeships, etc.
 - Highlight alternative education by including job related training, conferences, in-services, online learning and self-directed study.
 - List any special awards, honors or other significant educational achievements.
 - Create a separate section if you have a long list of relevant continuing education.

School #1

Field of Study/Degree

Year Graduated

City, State, Country of school

Awards, Honors

School #2

Field of Study/Degree

Year Graduated

City, State, Country of school

Awards, Honors

8. **Certifications:**
- Move this under the Objective section if it is related to your Objective.
 - List any professional certifications and the date achieved.

9. **Professional Associations:**
- List any professional associations or organizations you are a member or officer of. Include the organization’s name and dates you were associated with it and if you held office.

Organization #1

Member/Officer

Dates Affiliated