



# Resume Worksheet

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## OBJECTIVE

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## EDUCATION

Name of College, City, State \_\_\_\_\_

Name of the Degree \_\_\_\_\_ Graduation Month/Year \_\_\_\_\_ GPA \_\_\_\_\_

Other Educational Institution \_\_\_\_\_

Name the Degree or specify the outcome \_\_\_\_\_ Completion Date \_\_\_\_\_ GPA \_\_\_\_\_

## SPECIAL SKILLS

List all hardware/software skills and computer application knowledge \_\_\_\_\_

Languages – Bilingual English/ \_\_\_\_\_

Keyboarding 30 wpm/[www.typingtest.com/](http://www.typingtest.com/) \_\_\_\_\_

10-Key – 10000 keystrokes per minute \_\_\_\_\_

## WORK (Professional) EXPERIENCE (include relevant paid or unpaid)

Company Name \_\_\_\_\_, Location \_\_\_\_\_

Job Title \_\_\_\_\_ (Dates \_\_\_\_\_)

- Use complete sentences to describe what you have done at this job
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Company Name \_\_\_\_\_, Location \_\_\_\_\_

Job Title \_\_\_\_\_ (Dates \_\_\_\_\_)

- Use complete sentences to describe what you have done at this job
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Other Special Areas you can add for emphasis!**  
**Keep in mind – Relevance!**

<p><b>Languages</b>  <i>Read/ Write/ Speak</i>  <i>Bi-lingual/ Tri-Lingual</i></p>	<p><b>Relevant Experiences</b>  <i>Paid / Unpaid</i>  <i>Co-op</i>  <i>Apprenticeship</i>  <i>Internships</i>  <i>Service Learning</i></p>	<p><b>Interests/Hobbies</b>  <i>Sports</i>  <i>Music/ Band</i>  <i>Computers</i></p>
<p><b>Computer Skills</b>  <i>Software Applications</i>  <i>Graphic/ Web Design</i>  <i>Certifications</i>  <i>Hardware</i></p>	<p><b>Membership</b>  <i>Sororities/ Fraternities</i>  <i>Religious Organizations</i>  <i>Academic</i>  <i>Community/ Civic</i></p>	<p><b>Achievements</b>  <i>Competition &amp; Contests</i>  <i>Run for office</i>  <i>Awards</i>  <i>Recognition</i></p>
<p><b>Special Training</b>  <i>Certification – A+</i>  <i>CPR</i>  <i>Lifeguard</i></p>	<p><b>Military</b>  <i>Special Training</i>  <i>Overseas assignments</i>  <i>ROTC</i></p>	<p><b>Entrepreneurial</b>  <i>Sales</i>  <i>Owner / Operator</i>  <i>Family business</i></p>
<p><b>Relevant Coursework</b>  <i>Presentations</i>  <i>Certificates A+</i>  <i>Projects</i>  <i>Research papers</i></p>	<p><b>Honors</b>  <i>AP classes</i>  <i>Varsity</i>  <i>Deans Lists</i>  <i>Honor Roll</i></p>	<p><b>Volunteer Activities</b>  <i>Community Organizations</i>  <i>Church</i>  <i>School</i>  <i>National organizations</i></p>
<p><b>Study Abroad</b>  <i>International Exposure</i>  <i>Semester exchange programs</i></p>	<p><b>Campus Leadership</b>  <i>Greek life</i>  <i>Student Professional Association</i>  <i>Event Planning</i></p>	