

Resume Worksheet

The purpose of this worksheet is to help you gather information that will be used on your resume.

CONTACT INFORMATION:

Name: _____

Current Address (Milligan PO Box if you have one)

Permanent Address (Home address)

Email Address: _____

Phone Number: _____

EDUCATION INFORMATION:

College Name: _____

Courses Taken within Major:

City/State: _____

Anticipated Graduation (Month, Year): _____

Degree (Bachelor of Science or Arts) _____

Major(s): _____

Minor(s): _____

Honors (i.e. Scholarships, Deans List, etc) with Dates:

Activities (i.e. Athletic Teams, Music Groups, Theatre Productions, Club Memberships, etc.)

Certifications related to career goals (i.e. CPR Certification, software certification, etc)

WORK EXPERIENCE (If more space is needed, use the backside of this sheet):

Start with your current or most recent job and work your way back in time. To assist in working out your achievements, use **E.A.S.Y** for each task. (e=experience, what experience have I had in this role? a=achievements, what achievements have I had in this role? s=skills, what skills have I learned in this role? y= you link to the relevant aspects of the job you are applying for.)

Company Name: _____

City, ST: _____

Dates of Employment (i.e. July 2013 – Present): _____

Experience, Accomplishments, Skills:

Company Name: _____

City, ST: _____

Dates of Employment (i.e. July 2013 – Present): _____

Experience, Accomplishments, Skills:

Company Name: _____

City, ST: _____

Dates of Employment (i.e. July 2013 – Present): _____

Experience, Accomplishments, Skills:

Company Name: _____

City, ST: _____

Dates of Employment (i.e. July 2013 – Present): _____

Experiences, Accomplishments, Skills:

VOLUNTEER AND UNPAID JOBS (If more space is needed, use the backside of this sheet):

Company Name: _____

City, ST: _____

Dates of Employment (i.e. July 2013 – Present): _____

Type of Job (Volunteer, Internship, etc): _____

Experiences, Accomplishments, Skills:

Company Name: _____

City, ST: _____

Dates of Employment (i.e. July 2013 – Present): _____

Type of Job (Volunteer, Internship, etc): _____

Experiences, Accomplishments, Skills:

Company Name: _____

City, ST: _____

Dates of Employment (i.e. July 2013 – Present): _____

Type of Job (Volunteer, Internship, etc): _____

Experiences, Accomplishments, Skills:

SPECIFIC SKILLS:

Equipment Skills: _____

Software/Hardware Skills: _____

Memberships (Professional organizations, community memberships, etc): _____
