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: _____

City/State: _____

Anticipated Graduation (Month, Year): _____

Degree (Bachelor of Science or Arts) _____

Major(s): _____

Minor(s): _____

Courses Taken within Major:

_____

_____

_____

_____

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:

_____

_____

_____

_____

_____

<u>VOLUNTEER AND UNPAID JOBS</u> (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): _____

_____

_____