Resume Building Worksheet

Contact Info

Name:_____

Mailing Address:_____

Phone:_____

E-mail:_____

Education

School:_____

Address:_____

Major:_____

Minor:_____

Type of Degree/ Certificate:_____

GPA:_____

Graduation Date:_____

Major Courses:_____

MajorProjects:_____

School:_____

Address:_____

Major:_____

Minor:_____

Type of Degree/ Certificate:_____

GPA:_____

Graduation Date:_____

Major Courses:_____

MajorProjects:_____

Internships

Internship Title:_____

Company Name:_____

Address:_____

Dates of Employment:_____

Salary/Wage Info:_____

Supervisor Name:_____

Duties:_____

_____

_____

Internship Title:_____

Company Name:_____

Address:_____

Dates of Employment:_____

Salary/Wage Info:_____

Supervisor Name:_____

Duties:_____

_____

_____

Service Learning Projects / Volunteerism

Company Name:_____

Address:_____

Date(s) of Service:_____

Supervisor Name/Contact:_____

Tasks performed:_____

_____

Company Name:_____

Address:_____

Date(s) of Service:_____

Supervisor Name/Contact:_____

Tasks performed:_____

_____

Company Name:_____

Address:_____

Date(s) of Service:_____

Supervisor Name/Contact:_____

Tasks performed:_____

_____

Certifications

Certification:_____

Organization:_____

Date Received:_____

Certification:_____

Organization:_____

Date Received:_____

Certification:_____

Organization:_____

Date Received:_____

Leadership/Affiliations (example: clubs, committees, civic involvement, student government etc.)

Club / Organization:_____

Position Title:_____

Dates of Service:_____

Description of Service:_____

Major Accomplishments:_____

Club / Organization:_____

Position Title::_____

Dates of Service:_____

Description of Service:_____

Major Accomplishments:_____

Club / Organization:_____

Position Title::_____

Dates of Service:_____

Description of Service:_____

Major Accomplishments:_____

Awards / Honors

Award:_____

Organization:_____

Date Received:_____

Award:_____

Organization:_____

Date Received:_____

Award:_____

Organization:_____

Date Received:_____

Computer / Technology Skills

_____

_____

_____

_____

Other Languages and Level of Fluency

_____

_____

Interests / Hobbies (only to be used when applicable to job)

_____

_____

_____

Other Notable Skills/Attributes

_____

_____

_____

_____

_____

Work Experience

Position Title:_____

Company Name:_____

Address:_____

Dates of Employment:_____

Salary/Wage Info:_____

Supervisor Name:_____

Duties:_____

_____

_____

Position Title:_____

Company Name:_____

Address:_____

Dates of Employment:_____

Salary/Wage Info:_____

Supervisor Name:_____

Duties:_____

_____

_____

Position Title:_____

Company Name:_____

Address:_____

Dates of Employment:_____

Salary/Wage Info:_____

Supervisor Name:_____

Duties:_____

_____