

Resume Planning Worksheet

(note: sections may be changed or rearranged depending on your desired resume format.)

PERSONAL INFORMATION:

First name, Middle initial, Last name

Current Address, Telephone, Cell Phone, e-mail address

Permanent Address (if different)

OBJECTIVE:

(What you hope to achieve either vocationally or personally)

EDUCATION (LIST IN REVERSE DATE ORDER – NEWEST FIRST)

college, city, state

degree, graduation date (anticipated)

majors and minors, major course work

GPA (Grade point average, if higher than a 3.0)

(repeat for high school)

EXPERIENCE (LIST IN REVERSE DATE ORDER – NEWEST FIRST)

(note: paid or unpaid work experience belongs in this section):

Job title, company/organization name, city, state and dates served

Job duties (always start with an action word; such as 'maintained, served, led')

Resume Planning Worksheet (cont.)

SKILLS:

(computer languages, known software and machinery technology, fluency in languages other than English, physical fitness achievements, etc.)

ACTIVITIES (LEADERSHIP POSITIONS, MEMBERSHIPS, AFFILIATIONS):

Name or organization, title or position if applicable

HONORS AND AWARDS (BE SPECIFIC, BRIEF BUT CLEAR IN YOUR DESCRIPTIONS):

Name of honor/award, date received

INTERESTS (LIST ONLY THOSE THAT APPLY TO THE JOB FOR WHICH YOU ARE APPLYING):

REFERENCES:

(References should appear on a separate page with the same letterhead used on the resume)

One personal reference

One school reference

One job reference
