

HOW TO MAKE A RESUME WORKSHEET

Prepare the following information to help with the creation of your first resume! Once all of the boxes are filled out below, pick the resume template that best suits your professional style and use this worksheet to make your resume!

BACKGROUND INFO

Name	
Address	
Email Address	
Phone Number	
Education	

OBJECTIVE/PURPOSE

Here you should include the purpose behind your resume. A brief one sentence description of why you would be a suitable candidate for the position you are applying for. Not all resume templates include an "Objective" section, as they can change from application to application. Please select 3 positions you are interested in and complete an objective sentence for each.

Position 1	
Objective 1	
Position 2	
Objective 2	
Position 3	
Objective 3	

WORK EXPERIENCE

If you have work experience, please document so below. Under each description use action words to describe the type of work you completed, duration of work and skills gained.

Position 1	
Description 1	
Position 2	
Description 2	
Position 3	
Description 3	

VOLUTEER EXPERIENCE

If you have volunteer experience, please document so below. Under each description use action words to describe your volunteer work, duration of work, and skills gained.

Experience 1	
Description 1	
Experience 2	
Description 2	
Experience 3	
Description 3	

RELEVANT/LEADERSHIP EXPERIENCE

Some club activities may count as relevant or leadership experience! If you have relevant or leadership experience from a club, please document so below. Under each description use action words to describe your club involvement, duration of involvement, and skills gained.

Experience 1	
Description 1	
Experience 2	
Description 2	
Experience 3	
Description 3	

SKILLS

The skills section of your resume should include a list of skills you feel are relevant to the position that you are applying to. Depending on your preferred industry or position, there are many different categories of relevant skills. Below are the two most common examples of skills found on a resume. If you have any other relevant skills, please document them under other.

Language(s)	
Computer/Technology Skills	
Other	

AWARDS & ACCOLADES

List any awards or accolades you have received to date in this section.

Awards/Accolades	
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