



## Resume Worksheet

*Use this worksheet as guide to help you start identifying information you can include on your resume.*

### **OBJECTIVE** (Optional)

What type of position are you seeking and what skills can you offer an employer? \_\_\_\_\_

\_\_\_\_\_

### **EDUCATION**

Bachelor of Arts/Science in \_\_\_\_\_

Minors, concentrations, emphasis: \_\_\_\_\_

Expected graduation date: \_\_\_\_\_

Overall GPA: \_\_\_\_\_ (if over 2.7)          Major GPA: \_\_\_\_\_ (if over 2.7)

### **CERTIFICATIONS** (i.e. Teaching Certification, CPR, First Aid, Six Sigma – with dates)

\_\_\_\_\_

\_\_\_\_\_

### **WORK/INTERNSHIP EXPERIENCE** (Include job title, company name, location, and dates)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **LEADERSHIP & CAMPUS INVOLVEMENT** (Including dates)

\_\_\_\_\_

\_\_\_\_\_

### **RELEVANT COURSEWORK & PROJECTS** (Upper level courses that relate to the position you are seeking)

\_\_\_\_\_

\_\_\_\_\_

### **HONORS & SCHOLARSHIPS** (Include award, granting organization, and dates)

\_\_\_\_\_

\_\_\_\_\_

### **VOLUNTEER EXPERIENCE** (Include company name and dates)

\_\_\_\_\_

\_\_\_\_\_

### **SKILLS** (Software, Language, and/or Technical)

\_\_\_\_\_

**\*\*Everyone's resume should be unique. Use this guide as a starting point and be creative in how you tailor it to your specific industry, company, and/or position. Visit ACPC for individualized help.\*\***