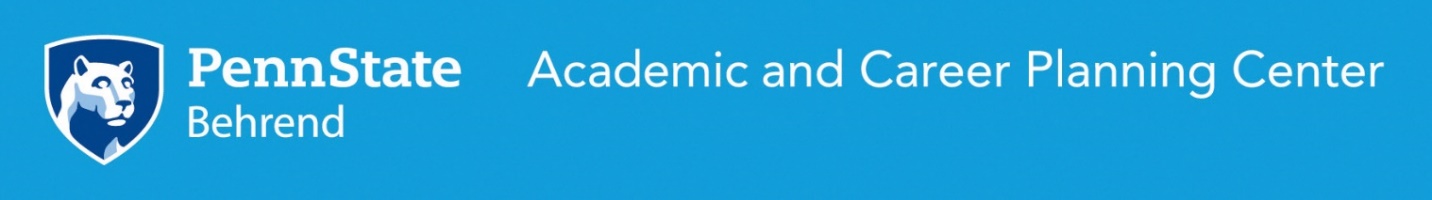
****

**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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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)

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

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

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

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

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

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

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\*\*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.\*\*