

Resume Worksheet

Your Name: _____

Address: _____

Phone: () - _____

Objective: _____

(Optional and use only if you have a specific job in mind and that job matches the one for which you are applying)

Education: (School, City, State) _____

Degree/Date Expected: _____

Concentration: _____

Dual Degree/Certificate Program: _____

Relevant Coursework or Research Projects: _____

Honors/Awards: _____

Experience: (Choose appropriate heading(s) and organize the experiences you list below after you have written descriptions)

Organization: _____

City: _____ State: _____

Position: _____

Dates you were there: _____

Organization: _____

City: _____ State: _____

Position: _____

Dates you were there: _____

Organization: _____

City: _____ State: _____

Position: _____

Dates you were there: _____

Professional Memberships: _____

Skills: _____

Interests (Optional): _____