

## RESUME WORKSHEET

Use this worksheet to assemble the information you will need on your resume. If you need more sections than are included for any topic, make copies of a blank section before completing the form. For example, there are enough sections to list three different employment experiences. If you need more than that, make copies of a blank "Work History" section to add to your worksheet.

### WORK HISTORY

Describe your work history beginning with your most recent employer and working backward.

**Name of employer** (business or agency): \_\_\_\_\_

Location (city and state only): \_\_\_\_\_

Your job title: \_\_\_\_\_

Beginning and ending dates of employment: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Specific accomplishments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Skills used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employer sponsored workshops including training dates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name of employer** (business or agency): \_\_\_\_\_

Location (city and state only): \_\_\_\_\_

Your job title: \_\_\_\_\_

Beginning and ending dates of employment: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skills used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer sponsored workshops including training dates: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rank upon discharge: \_\_\_\_\_

Where stationed: \_\_\_\_\_

Duties (if related to work seeking now): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Awards: \_\_\_\_\_

\_\_\_\_\_

## **EDUCATION**

Name of college/university: \_\_\_\_\_

Location (city and state only): \_\_\_\_\_

Dates attended: \_\_\_\_\_

Degree(s): \_\_\_\_\_

Month and year degree(s) received: \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Courses related to the job you are seeking: \_\_\_\_\_

Overall GPA (If 3.0 or better): \_\_\_\_\_

GPA in majors (if 3.0 or better): \_\_\_\_\_

Internships: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special projects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Honors: \_\_\_\_\_

\_\_\_\_\_

Vocational education institution: \_\_\_\_\_

Location (city and state): \_\_\_\_\_

Dates attended: \_\_\_\_\_

Program: \_\_\_\_\_

Certification: \_\_\_\_\_

Courses and training related to the job you are seeking: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skills gained: \_\_\_\_\_

\_\_\_\_\_

Internships: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Honors: \_\_\_\_\_

\_\_\_\_\_

## **LICENSES AND CERTIFICATES**

Name of granting institution or government: \_\_\_\_\_

Title of license or certificate: \_\_\_\_\_

Date received: \_\_\_\_\_

Name of granting institution or government: \_\_\_\_\_

Title of license or certificate: \_\_\_\_\_

Date received: \_\_\_\_\_

## **PROFESSIONAL ASSOCIATION MEMBERSHIPS**

Name of organization: \_\_\_\_\_

Dates of membership: \_\_\_\_\_

Offices held: \_\_\_\_\_

Activities: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Dates of membership: \_\_\_\_\_

Officers held: \_\_\_\_\_

Activities: \_\_\_\_\_

## **AWARDS**

Title of award: \_\_\_\_\_

Date received: \_\_\_\_\_

Purpose of award: \_\_\_\_\_

Name of granting organization: \_\_\_\_\_

Number of people who received the award: \_\_\_\_\_

**COMMUNITY SERVICE**

Name of organization: \_\_\_\_\_

Dates: \_\_\_\_\_

Titles of offices held: \_\_\_\_\_

Activities: \_\_\_\_\_

Accomplishments: \_\_\_\_\_