



Resume Building Worksheet

Overview

Your skills come from more than just paid “work” experiences. You gain valuable skills from experiences ranging from work-study jobs on campus and summer employment to clubs and group projects in college. Think broadly about where you’ve demonstrated skills like communication and teamwork.

Employment

This can include summer jobs from nanny and lifeguarding to retail and food service. Don’t forget to include work-study positions here on campus.

TITLE	EMPLOYER	LOCATION (City, ST)	DATES
Crew Member	MOD PIZZA	Kirkland, Washington	2020 to 2022

Clubs Groups and Activities

Leadership isn’t limited to paid positions. Are you involved in any of the over [90 clubs and organizations](#) on campus? If so, list them below. Don’t be afraid to try several out and find the best fit for you.

If not, look at the list on Student Activities website and jot down a few you would consider joining below. Over half of the clubs are non-academic clubs.

TITLE	CLUB	LOCATION (City, ST)	DATES
Club member	DECA	Kirkland, Washington	2018 to 2022
Club member	Esports Club	University of Portland	August 2022

Academic Experience

Sometimes your most related experience comes from a project you did for a course. If that marketing or psychology project is your *best* example of a skill an employer is seeking, list it! Avoid listing just what you did but be sure to include how you did it and what skills you used.

COURSE	PROJECT	LOCATION (City, ST)	DATES (Semester, Year)
CS 203	Music Player	University of Portland	December 2022
GameJam	Money Bags	University of Portland	November 2022
CS 301	Android Studio Projects	University of Portland	January 2023



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Community Involvement

There's always more to experience than just paid employment. Are you involved as a volunteer in an organization? What about your religious community? Volunteering can provide great experience. If you're not yet involved, check out the [Moreau Center](#) find the right fit for you!

TITLE	ORGANIZATION	LOCATION (City, ST)	DATES