

CAREER ACTION WORKSHEET

4-2 Resume Outline ②

You are about to create your draft resume.

PART A: Create an outline—resume sections and headings only—for your resume using this worksheet (here or on the product website) or on a word processing document.

PART B: Fill in as much of your information as you can from the documents you collected in Career Action Worksheet 4-1. Don't fill out the Qualifications or Work Experience sections yet. You will focus on these critical sections in later worksheets.

Name _____

Mailing Address _____ (Optional)

Email Address _____ LinkedIn® URL _____

Phone Number _____ Website URL _____

PROFESSIONAL PROFILE *(State your current job target and the Personal Brand Statement you developed in Chapter 2.)*

QUALIFICATIONS *(Use terms and keywords that are related to your target job to describe your capabilities and accomplishments.)*

WORK EXPERIENCE *(State your accomplishments in measurable terms whenever possible. Start with the most recent job and list each job in reverse chronological order, ending with your earliest work experience. If you have little actual work experience, list internships, volunteer work, and school projects in this section. Adjust the headings as needed, for example, substituting the school, class, or organization name in place of company name.)*

Company Name _____

Dates of Employment _____

Job Title _____

Company Name _____

Dates of Employment _____

Job Title _____

Company Name _____

Dates of Employment _____

Job Title _____

Company Name _____

Dates of Employment _____

Job Title _____

EDUCATION *(If you have attended more than one school, list the schools in reverse chronological order—the most recent one first. Do not list high school if you have higher-level schooling, unless the high school is considered very prestigious.)*

Name of School	Major(s)/ Minor(s)	Overall GPA GPA in concentration area	Degree(s)/ Certificate(s)	Years Attended

RELATED ACTIVITIES/EXPERIENCE *(Include internships, volunteer work, service clubs, organizations, tutoring, class projects, honor groups, internships, leadership positions, awards and honors, associations and memberships, and so on. List the name of the program or organization and the dates you were involved. Briefly summarize your experience, accomplishments, and activities.)*

MILITARY SERVICE *(List branch of service, highest rank, training, areas of specialization, major duties, skills and knowledge developed, honors, location of service, and discharge status.)*

Add your completed work to the “About Jobs” section of your Career Builder Files.