

Résumé Writing Worksheet

Use this tool to help you gather information to write your résumé. Don't worry about spelling/grammar. Just focus on content—getting the information onto the page.

► Bring this worksheet with you to your meeting with the CCA. ◀

Heading

Name: Steven Austin William DeWitt

Address: 6700 4th St. NW Albuquerque, NM 87107

Phone Number: (505) 503-9636

Email: austindewitt13@gmail.com

Objective

[A statement of the purpose of your resume (applying for (Job Title) with (Company). Use when new to field/industry].

I am currently enrolled in CNM Ingenuity to gain knowledge and experience to use in a

Skills/Qualifications

List Technical Skills relevant to the job you want	List Soft Skills (character traits) that set you apart and are desired by employers
Computer (<i>Specific Software or Microsoft Office</i>)	Languages (<i>If bilingual/trilingual, etc</i>):

Education

School: CNM Ingenuity **City, State:** Albuquerque, NM

Anticipated graduation date: August 9th 2019

Concentration: Java/ Android Certifications

Certificates & Licensures

(Examples might include CDL driving certificate, Serv Safe certification, CPR/First Aid, etc.)

Certificate/License _____

Date received _____ Expiration date _____

Organization granting certificate/license _____

Certificate/License _____

Date received _____ Expiration date _____

Organization granting certificate/license _____

Certificate/License _____

Date received _____ Expiration date _____

Organization granting certificate/license _____

Work Experience (work, internships)

*(List your most recent job first and work backwards chronologically. Use action verbs to describe your skills, activities, and responsibilities. Quantify when possible, highlight accomplishment, and mention any honors or awards. An accomplishment is an example of how you contributed to your employer or an achievement that reflects the kind of worker that you are. **Account for any gaps in your work history.**)*

Position/Job Title _____

Dates of employment (Month/Year to Month/Year) _____

Employer/Company _____ City/State _____

Responsibilities: _____

Accomplishment/Awards/Honors:

-
-
-

Position/Job Title _____

Dates of employment (Month/Year to Month/Year) _____

Employer/Company _____ City/State _____

Responsibilities: _____

Accomplishment/Awards/Honors:

-
-
-

Position/Job Title _____

Dates of employment (Month/Year to Month/Year) _____

Employer/Company _____ City/State _____

Responsibilities: _____

Accomplishment/Awards/Honors:

-

Involvement (clubs, volunteer work)

(Highlight activities that demonstrate involvement in organizations, leadership roles. Include length of time as a member of the organization)

Volunteer Job Title /Member Role: _____

Dates of employment (Month/Year to Month/Year)_____

Employer/Company _____ City/State_____

Responsibilities:_____

Accomplishment:

-
-

Volunteer Job Title /Member Role: _____

Dates of employment (Month/Year to Month/Year)_____

Employer/Company _____ City/State_____

Responsibilities:_____

Accomplishment:

-
-

Volunteer Job Title /Member Role: _____

Dates of employment (Month/Year to Month/Year)_____

Employer/Company _____ City/State_____

Responsibilities:_____

Accomplishment:

-
-

Other

(In this section, list any military experience, including honors/awards, or if you have any other information you feel is necessary to include on your résumé that doesn't fit into any of the above categories.)
