



Worksheet for Résumé Preparation

The first step in writing an effective résumé is gathering necessary data for your résumé. This worksheet has been developed to assist you in collecting the basic ingredients for your résumé. List as many things as you can think of in this stage of the process. Use this as an opportunity to gather your thoughts and information on past jobs. This information will then be used to hone exactly what you wish to present to an employer on the final résumé.

Basic Identifying Data

Address: Present (College Address)

P.O. Box or Street: _____
City: _____
State: _____ Zip Code: _____
Phone: (area code) _____
Email: _____

Address: Permanent (If different)

P.O. Box or Street: _____
City: _____
State: _____ Zip Code: _____
Phone: (area code) _____

Educational Information

College attended: _____
Dates of attendance: _____
Major/Research Area: _____
Degree: _____
Grade Point Average: _____

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Dates of attendance: _____
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Degree: _____
Grade Point Average: _____

Other Training:

Summary of Experience

Work History (include employment, internships, etc.)

Position Title: _____ Dates: _____

Employer: _____

Location (city & state): _____

Responsibilities and functions performed:

Position Title: _____ Dates: _____

Employer: _____

Location (city & state): _____

Responsibilities and functions performed:

Position Title: _____ Dates: _____

Employer: _____

Location (city & state): _____

Responsibilities and functions performed:

Position Title: _____ Dates: _____

Employer: _____

Location (city & state): _____

Responsibilities and functions performed:

Position Title: _____ Dates: _____

Employer: _____

Location (city & state): _____

Responsibilities and functions performed:

Additional Experience (include any not mentioned above—such as significant volunteer activity and/or project work).

Computer Skills

List both software and hardware:

Activities Summary

List below any college extracurricular activities in which you have been involved. You may also want to include the dates you were involved in these activities.

Special Competencies

Include teaching areas, artistic talents, organization skills, supervisory skills, speaking skills, proposals funded, etc.

Career Objective

List below the functions you would like to perform for an employer.

List below some possible employers/organizations that could utilize your skills.

List below some possible job titles based upon your qualifications, education, and interests.

Professional Activities

Memberships in Professional Associations. Include your position (such as Treasurer) and dates involved.

Leisure Interests/Hobbies

Languages Spoken

Awards and Honors (include dates)
