



RESUME WORKSHEET

Name

Present Address

Street _____

City _____ State _____ Zip _____

Phone _____ email _____

Permanent Address*

Street _____

City _____ State _____ Zip _____

Phone _____

* If duplicate, leave blank.

Objective

Include any or all of the following: your career interests, your strengths, position desired. Length should be 1-2 lines. (Later: customize for each employer.)

Education

North Carolina State University, Raleigh, NC

Degree _____ Major _____

Minor or Concentration _____

Graduation Date _____

GPA _____ (overall, major, or both)

Use same format for previous degrees. First year students may include H.S. Transfer students may note previous institutions. Study abroad experience may be included.

Courses:

Note courses related to your major or career interest.

Projects:

Note projects related to your major or career interest.

Experience

Choose experiences you want to talk about. Include paid and unpaid experiences. Place most recent first. Use brief statements starting with action verbs to describe your accomplishments. Prioritize statements within each position.

Employer	_____	City, State	_____
Title	_____	Dates	_____
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Employer	_____	City, State	_____
Title	_____	Dates	_____
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Computers or Skills

Computers:

List computer skills developed through courses, work, or personal experience. Use subcategories (Operating Systems, Programming Languages, Software ...) if it helps with organization.

Skills:

If you prefer to highlight several different skills, use this category. Create 2-3 subcategories that best reflect or present these skills (Computer, Language, Laboratory, Technical, Equipment, Personal)

Honors & Activities*

Honors:

Include campus and community honors, awards, and achievements.

Activities:

Include campus and community activities that help an employer get to know you. Draw from student organizations, leadership, projects, athletics, volunteering, travel, personal interests and hobbies.

* Significant honors and activities from H.S. may be included.

Updated 2010