



RESUME WORKSHEET

NAME

PRESENT ADDRESS

Street

City

 State

 Zip

Phone

 email

PERMANENT ADDRESS (if duplicate, leave blank)

Street

City

 State

 Zip

Phone

* If duplicate, leave blank.

OBJECTIVE

Include any or all of the following: position desired, career interests, your strengths.

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:

Include courses related to your major or career interest. Optional and helpful if it informs the reader of your progress in the curriculum or clarifies a specific area of career interest.

Projects:

Include projects related to your major or career interest. Optional and highly recommended if project is directly related to a career interest and especially if experience section is light.

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 _____

Employer _____ City, State _____
Title _____ Dates _____

Employer _____ City, State _____
Title _____ Dates _____

Employer _____ City, State _____
Title _____ Dates _____

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*

Refine list, prioritize, and either combine into one section or keep separate. Dates are optional. Choose a title that reflects content. (LEADERSHIP / SERVICE, HONORS & INVOLVEMENT, ACHIEVEMENTS).

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, service, travel, and personal interests.

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