

RESUME WORKSHEET

**Name**

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**Present Address**

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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.)

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**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.

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Courses:

Note courses related to your major or career interest.

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Projects:

Note projects related to your major or career interest.

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**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.

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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.

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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)

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**Honors & Activities\***

Honors:

Include campus and community honors, awards, and achievements. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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.

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

*Updated 2010*