

RESUME WRITING WORKSHEET

CONTACT INFORMATION:

Name _____
Mailing Address _____
Email Address _____
Phone Number _____

EDUCATION:

Institution _____
Degree Seeking/Sought _____
Date Expected Graduation (Month/Year) _____
Major/Minor _____
Relevant Coursework _____

Institution _____
Degree Seeking/Sought _____
Major/Minor _____
Relevant Coursework _____

WORK EXPERIENCE:

*Include jobs/internships

*Use bullet points/start with verb

Title _____
Employer/Location _____
Duties/Skills _____

Dates Employed (Mth/Yr to Mth/Yr) _____

Title _____
Employer/Location _____
Duties/Skills _____

Dates Employed (Mth/Yr to Mth/Yr) _____

Title _____
Employer/Location _____
Duties/Skills _____

Dates Employed (Mth/Yr to Mth/Yr) _____

LEADERSHIP EXPERIENCE:

Position/Organization/Date Range _____

AWARDS/HONORS/ACTIVITIES:

Organization/Award/Dates _____