

# Resume Development Worksheet

## ***Header/Contact Information***

Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Home Telephone \_\_\_\_\_

School Address (if applicable) \_\_\_\_\_

\_\_\_\_\_

School Telephone (if applicable) \_\_\_\_\_

E-mail Address (permanent & professional sounding) \_\_\_\_\_

\_\_\_\_\_

## ***Objective, Goal, or Target Statement***

\_\_\_\_\_

\_\_\_\_\_

## ***Skills Summary (Evidence of Core Qualifications)***

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\_\_\_\_\_

**Education**

**Undergraduate Degree**

Name of school, City, State \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Degree, Year earned \_\_\_\_\_

Major \_\_\_\_\_

Minor (if relevant to your career target) \_\_\_\_\_

GPA (if 3.0 or higher) \_\_\_\_\_

GPA in major (if significantly higher than overall GPA) \_\_\_\_\_

Major coursework \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Academic honors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scholarships \_\_\_\_\_  
\_\_\_\_\_

Special projects, Team projects \_\_\_\_\_  
\_\_\_\_\_

Extracurricular activities/Leadership activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer activities \_\_\_\_\_  
\_\_\_\_\_

Extras \_\_\_\_\_  
\_\_\_\_\_

**Graduate Degree**

Name of school, City, State \_\_\_\_\_

Degree, Year earned \_\_\_\_\_

Major \_\_\_\_\_

GPA (if 3.0 or higher) \_\_\_\_\_

Major coursework \_\_\_\_\_

Academic honors \_\_\_\_\_

Thesis or Special projects \_\_\_\_\_

Scholarships/Fellowships \_\_\_\_\_

Extras \_\_\_\_\_

**Additional Training/Certification**

High school experience (if notable & relevant) \_\_\_\_\_

**Experience (Employment/Co-op/Internship/Volunteer)**

Company name, City, State \_\_\_\_\_

Job Title, Dates of employment \_\_\_\_\_

Summary of job duties \_\_\_\_\_

Accomplishments/Highlights/Contributions \_\_\_\_\_

Company name, City, State \_\_\_\_\_

Job Title, Dates of employment \_\_\_\_\_

Summary of job duties \_\_\_\_\_

Accomplishments/Highlights/Contributions \_\_\_\_\_

Company name, City, State \_\_\_\_\_

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Job Title, Dates of employment \_\_\_\_\_

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Summary of job duties \_\_\_\_\_

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Accomplishments/Highlights/Contributions \_\_\_\_\_

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***Additional Information (important things about you that don't fit the other categories)***

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