



CAREER SERVICES RÉSUMÉ WORKSHEET

Information as You Would Like to Appear on Your Résumé

Name:

Address:

Phone:

E-mail:

Career/Graduate School Goals

What are your goals – what do you want to do?

Educational Background

College 2:

City:

Major:

Degree Received:

GPA:

State:

Minor:

Graduation Date:

Special Honors:

College 1:

City:

Major:

Degree Received:

GPA:

State:

Minor:

Graduation Date:

Special Honors:

Technical School:

City:

Field of Study:

Degree/Certification Received:

State:

Graduation Date:

High School:

City:

Degree Received:

GPA:

State:

Graduation Date:

Special Honors:

Class Rank:

Related Coursework

These courses are related to my career interests:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Academic Honors, Special Awards, and Society Memberships

- | | |
|----|-------|
| 1. | Years |
| 2. | Years |
| 3. | Years |
| 4. | Years |
| 5. | Years |

Special Projects and Studies

Describe class and other projects you completed that are relevant to your career interest:

- 1.
- 2.
- 3.

Computer Skills

I have the following computer skills:



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Internships/Relevant Volunteer Work

Title: _____ Organization: _____
City: _____ State: _____
Beginning Date: _____ End Date: _____
Duties & Responsibilities: _____

Accomplishments: What did you achieve? What are you proud of?

Title: _____ Organization: _____
City: _____ State: _____
Beginning Date: _____ End Date: _____
Duties & Responsibilities: _____

Accomplishments: What did you achieve? What are you proud of?

Title: _____ Organization: _____
City: _____ State: _____
Beginning Date: _____ End Date: _____
Duties & Responsibilities: _____

Accomplishments: What did you achieve? What are you proud of?

Summary of Qualifications

Why would an employer hire me? • Or • Why would a graduate school accept me?

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Training Courses, Seminars, Workshops, etc.

Name of Course: _____
Location of Course: _____ Sponsor: _____
Date: _____ Certificate Received? Yes No
Topics Covered: _____

Name of Course: _____
Location of Course: _____ Sponsor: _____
Date: _____ Certificate Received? Yes No
Topics Covered: _____

Licenses/Certifications/Certificates

Certificate/License: _____ Certifying Organization: _____
Date Received: _____ Expiration Date: _____
Certification/License For: _____

Certificate/License: _____ Certifying Organization: _____
Date Received: _____ Expiration Date: _____
Certification/License For: _____

Clubs, Groups, Professional Organizations & Associations

Organization: _____ Offices Held: _____
Achievements: _____

Organization: _____ Offices Held: _____
Achievements: _____



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Communication Skills

I have the following communication skills:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Languages

- | | | | |
|----|--------|------------|---------------------|
| 1. | Fluent | Proficient | Basic Understanding |
| 2. | Fluent | Proficient | Basic Understanding |
| 3. | Fluent | Proficient | Basic Understanding |

Employment History

(Current or most recent position held)

Job Title:	Employer:		
City:	State:		
Dates of Employment:	Beginning Date:		Ending Date:
Duties and Responsibilities:			

Accomplishments and Achievements:

Job Title:	Employer:		
City:	State:		
Dates of Employment:	Beginning Date:		Ending Date:
Duties and Responsibilities:			

Accomplishments and Achievements:

Job Title:	Employer:		
City:	State:		
Dates of Employment:	Beginning Date:		Ending Date:
Duties and Responsibilities:			

Accomplishments and Achievements:

Sports

Sport:	Organization:
Position:	Years:
Achievements:	

Sport:	Organization:
Position:	Years:
Achievements:	

Additional Information - anything of note not previously listed

REMEMBER: This is not your Résumé. This is a tool for gathering the information you need to create an exceptional résumé highlighting your education, skills, and experience. For assistance in developing your résumé, go to www.collegecentral.com/emu and use the résumé builder. You may schedule an appointment with Career Services for assistance and/or to review your work.



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PROFESSIONAL REFERENCES:

List people who know you and would speak highly of your skills and accomplishments. People with positions of authority are very good references. Don't use anyone who you believe would not give you a good reference. You should contact your references so that you have their permission and their most recent contact information.

People who make great professional references:

- Professors and Instructors
- Internship Site Coordinators
- Employers

Full Name:

Title:

Company:

Mailing Address:

Business Phone:

Cell/Home Phone:

E-mail Address:

Relationship:

Full Name:

Title:

Company:

Mailing Address:

Business Phone:

Cell/Home Phone:

E-mail Address:

Relationship:

Full Name:

Title:

Company:

Mailing Address:

Business Phone:

Cell/Home Phone:

E-mail Address:

Relationship: