

RÉSUMÉ WRITING WORKSHEET

This worksheet will assist you in gathering important information you will need when writing your résumé. Write down the requested information in the appropriate sections. This information will help you develop a professional, effective résumé with relevant and necessary content. Collecting all this information will also assist you when preparing for job interviews. Please add additional pages if you do not have enough space for your responses.

Heading – Personal Information

This is the identifying information that appears at the top of your résumé.

Full, legal name: _____

Mailing address: _____

Home phone number*: _____

Cell phone number*: _____

*A good voicemail message simply states you are unavailable and asks the caller to please leave a message.

Email address**: _____

**A good email address does not include some unique wording that may be considered unprofessional, e.g., hotmama@att.com or studmuffin@gmail.com.

Objective (optional)

What type of position are you seeking? Only include an objective if you have a very clear career goal.

Examples: To obtain gainful employment in a challenging career in the renewable energy field.

If you want to be able to use your résumé for a number of different positions, do not list an “objective”. Instead, you may want to include a brief “Summary” where you summarize your skills or “Profile” section describing yourself professionally. Examples are as follows:

Summary

Management professional with excellent business and interpersonal skills. Provide leadership and maximize employee performance. Ability to design effective procedures, promote teamwork, and multitask.

Profile

Reliable, customer-focused professional in medical industry with excellent customer service skills gained through educational and employment experiences. Compassionate and technically skilled in attending to customers in diverse healthcare settings.

Education

List all colleges and universities from which you have earned or will earn a certificate or degree. Do not abbreviate. Start with your most recent.

School: Mesalands Community College City, State: Tucumcari, NM

Degree: _____ Graduation Date (month/year): _____

Major(s) and emphasis: _____

Relevant course work, awards, achievements, experiences, work study positions, assistantships:

Research/Class Projects

Summarize research or major class projects related to your field of study.

School: _____ City, State: _____

Degree: _____ Graduation Date (month/year): _____

Major(s) and emphasis: _____

Relevant course work, awards, achievements, experiences, work study positions, assistantships:

Research/Class Projects

Summarize research or major class projects related to your field of study.

Clinicals (If health-related graduate)

Hospital/Clinic/Facility: _____

City, State: _____

Units/Fields: _____

Work Experience – Work and Internships

List by most recent first.

Position/Title: _____

Dates (month/year) Begin: _____ End: _____

Employer/Company: _____

Duties/Responsibilities/Accomplishments (use action verbs***): _____

Position/Title: _____

Dates (month/year) Begin: _____ End: _____

Employer/Company: _____

Duties/Responsibilities/Accomplishments (use action verbs***): _____

Position/Title: _____

Dates (month/year) Begin: _____ End: _____

Employer/Company: _____

Duties/Responsibilities/Accomplishments (use action verbs***): _____

***See [Action Verbs](#) document and [Action Verbs by Skill Cluster](#) documents.

Certifications/Licensures

Examples might include CPR/AED/First Aid Training, OSHA Certifications, etc.

Name of Certificate/License: _____

Granting Organization: _____

Date Received/Expires: _____

Military Service

Branch: _____ Where stationed (or last duty station): _____

Division: _____ Rank: _____ Begin Date (mm/yy): _____ End Date (mm/yy): _____

Responsibilities/accomplishments/certificates or awards received: _____

Honors and Awards

Include name of honor/award, date received, and name of granting organization.

Skills

Include relevant skills/proficiencies not identified above, e.g., languages, computer skills, techniques, instrumentation, etc.

Professional Organizations

List name of organization, dates of membership; include student memberships.

Involvement

Highlight campus, community, and/or volunteer activities including length of membership and leadership roles.

References

Important Note: References are **not** included on your résumé. Create a separate “References” page. List at least three (3) individuals who can attest to your work ethic, academic performance, skills, and/or abilities. Ask these individuals to serve as references **before** including them on your “References” page.

Name: _____ Title: _____

Organization: _____

Address: _____

Phone Number: _____ Email: _____

Name: _____ Title: _____

Organization: _____

Address: _____

Phone Number: _____ Email: _____

Name: _____ Title: _____

Organization: _____

Address: _____

Phone Number: _____ Email: _____

What is the Next Step?

After compiling this information, continue to step #2 and begin creating a résumé using a Word document.