



# RESUME WORKSHEET

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address Line)

\_\_\_\_\_ (Home/Cell)

\_\_\_\_\_ (Email)

## Summary of Qualifications

Occupational Focus: \_\_\_\_\_

Hard Skills: \_\_\_\_\_

Soft Skills: \_\_\_\_\_

Special Characteristics: \_\_\_\_\_

## Education

Name of College, City, State: \_\_\_\_\_

Degree Pursuing: \_\_\_\_\_

Major: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

GPA: \_\_\_\_\_

Related Coursework: \_\_\_\_\_

## Work Experience

\_\_\_\_\_  
(Company Name, City, State) \_\_\_\_\_  
(Dates: Years Only)

\_\_\_\_\_  
(Job Title)

Job Responsibility Statement: (Write down your general responsibilities and daily accountabilities in 1-5 sentences)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accomplishment Statement: (Situation – Action – Result)

- \_\_\_\_\_

\_\_\_\_\_

## Optional Information

- Technical Skills: *Computer skills, software programs*
- Certificates: *Special training you've attended and received a certificate for completing*
- Military: *Only if you were honorably discharged*
- Licenses: *Active, expiration, and year earned*
- Foreign Languages: *If fluent*
- Professional Development: *Organizations, relevant training*
- Volunteer Activities: *State where, your role, and years you went there*