

► Resume Worksheet

This worksheet is designed to help you gather relevant information for use in your resume.

- 1) Your formal name, centered at the top of the page or at the far left margin. Your name should be in capital letters or bold type.
- 2) Address (include your campus and home address)
- 3) Telephone number with area code
- 4) @Illinois.edu e-mail address

Name _____

Campus Address _____

Telephone Number (____) _____ Campus E-mail Address _____

Home Address _____

The Second step is to write the resume content. You should not include every bit of information about yourself. You should include only the most important and most relevant information to the position you are seeking. If you are a student and you do not have a lot of relevant experience, you should lead with your education. If you have significant relevant experience, you should lead with work experience.

EDUCATION

Write your present or most recent educational experience first. Include the name and location (city and state only) of your school, the degree and major you received or expect to receive (no abbreviations) and date of graduation. Include study- abroad experience, indicating name of school, country, dates, and study concentration if it is relevant to your objective.

Name of School _____

City _____ State _____

Degree _____ Major/Concentration _____

Expected Date of Graduation _____ GPA _____ (Include GPA if above average: 3.0 or above on a 4.0 scale)

WORK EXPERIENCE

(Full-time, part-time, co-op, internship, volunteer, summer, work-study, etc.) List experiences you have had within your last one to three jobs. Chronologically list your work experiences starting with your present or most recent experience. Write the title of your position, the name of the employer, the city and state where your job was located, and the beginning and ending dates of employment (month & year only). Then, describe what you did; do not just list your responsibilities. Write a brief statement of your accomplishments and include key words from the job description when possible. See example below. Do the same for each position.

Examples:

- Hired, scheduled, and supervised 17 employees
- Accurately compiled depreciation figures for use in internal reporting
- Monitored 100 computers in five rooms. Provided technical assistance to users
- Increased department sales by 30%

Company Name _____

City _____ State _____

Job Title _____ Date _____ to _____

Responsibilities & Accomplishments _____

Company Name _____

City _____ State _____

Job Title _____ Date _____ to _____

Responsibilities & Accomplishments _____

Company Name _____

City _____ State _____

Job Title _____ Date _____ to _____

Responsibilities & Accomplishments _____

COMMUNITY & CAMPUS ACTIVITIES

Describe your participation in campus and community activities. Be careful when including political or religious activities.

Examples:

- President, Social Sorority
- Treasurer, AMA (American Marketing Association), 2008–2009
- Initiated Excel record-keeping system and prepared chapter's financial statements

Community & Campus Activities _____

HONORS AND AWARDS

Academic honors, scholarships, leadership awards, etc.

Examples:

- Dean’s List 2008-2009, Ernst & Young Scholarship Award

Honors & Awards _____

SPECIAL SKILLS

Foreign languages, computer skills.

Examples:

- Working knowledge of MS Office, Java. Fluent in Chinese.

Special Skills _____

