

Resume Worksheet

Name

Present Address

Street _____

City _____ State _____ Zip _____

Phone _____ Email _____

Permanent Address*

Street _____

City _____ State _____ Zip _____

Phone _____

* If duplicate, leave blank.

Objective

Include any or all of the following: position desired, your skills, your career interests. Length should be 1-2 lines. (Later: customize for each employer.)

Education

North Carolina State University, Raleigh, NC

Degree _____ Major(s) _____

Minor or Concentration _____

Graduation Date _____

GPA _____ (overall, major, or both)

Use same format for previous degrees. First year students may include H.S. Transfer students may note previous institutions. Study abroad experience may be included.

Courses:

Note courses related to your major or career interest.

Projects:

Note projects related to your major or career interest.

Experience

Choose experiences you want to talk about. Include paid and unpaid experiences. Place most recent first. Use brief statements starting with action verbs to describe your accomplishments. Prioritize statements within each position.

Employer _____ City, State _____
Title _____ Dates _____

Employer _____ City, State _____
Title _____ Dates _____

Employer _____ City, State _____
Title _____ Dates _____

Employer _____ City, State _____
Title _____ Dates _____

Computers

List computer skills developed through courses, work, or personal experience. Use subcategories if it helps with organization.

Skills

If you would like to highlight several skills, use this category (vs. Computers) with subcategories that best present your skills (Computer, Language, Laboratory ...)

Honors/Activities*

Honors: include campus and community honors and awards.

Activities: include campus and community activities that help an employer get to know you. Draw from student organizations, athletics, leadership, projects, volunteering, travel, personal interests and hobbies.

* Significant honors and activities from H.S. may be included.