

## Resume Worksheet

### What is a resume?

Your resume is your primary marketing tool for communicating your story to colleges/ universities and future employers. Employers request resumes as a method to prescreen candidates for the required skills, experience and abilities needed for a specific job opening. Colleges and universities use resumes to learn more about your experiences and achievements as a prospective student.

### Do I really need a résumé right now?

YES! To make a good impression when applying for college admission, scholarships, leadership roles and summer/part-time jobs, submit a resume.

Your resume will compete with other resumes. Employers scan your resume and compare your qualifications with the qualifications for the job opening. Your resume needs to include, at a minimum, your education, school activities, and work history.

### Do's for a resume

- Do include your name, address, phone number, & email address on your resume
- Do make sure your resume is error free – no typographical, spelling or grammatical errors
- Do list your skills, qualifications, and accomplishments in a primary position on your resume
- Do include assistance to teachers with special projects, the subject matter and number of students or employees you have tutored at school or trained at work
- Do list your jobs, clubs, sports, community service, and involvement on student committees
- Do select an appropriate format that includes a clean, professional appearance and an easy to read font
- Do make sure your resume is brief, well organized, and focused on the position for which you are applying

### Do not's for a resume

- Do not include a date; you should put a date on your cover letter, not your resume
- Do not include personal pronouns such as "I" or "we" in your resume
- Do not include acronyms or abbreviations in the body of your resume
- Do not include a picture of yourself on your resume
- Do not include personal information such as height, weight, social security number, driver's license number, race, etc.

## RESUME WORKSHEET

The purpose of this worksheet is to help you gather and write down the information needed to create, and type your resume. Let us begin to assemble the nuts and bolts of your resume.

Please fill in all of the blanks within the worksheet. Be sure the information is **accurate**. You will use this information to develop or enhance your resume. Take the time to look up anything you are not sure of: dates, locations, proper titles, or the correct spelling, etc.

### Transferable Skills:

Transferable skills are skills you already have that may help you in whatever you do next. **Circle the 3-5 skills you use most often.**

- On time to school/class; punctual
- Research information, gather data
- Work well as part of a team
- Develop and deliver presentations
- Tutor/ mentor younger children
- Write papers; prepare written reports
- Lead and manage group projects
- Meet deadlines for school assignments
- Follow instructions; work well with minimal supervision
- Plan/execute events
- Motivate, lead, inspire others
- Complete assignments; meet deadlines
- Prepare equipment for sports; set up work area
- Handle money, adhere to budget and fundraise
- Speak or write in a language other than English
- Work with people from different backgrounds

What other transferable skills do you have that you could use in any position moving forward? List your additional skills here:

_____	_____
_____	_____
_____	_____
_____	_____

### Personal Attributes or Characteristics:

These may be important to an employer, university or scholarship committee. Think about the traits you have that make you desirable to be around. Be honest!!!  **Circle the 3-5 that best describe you and be sure to add any to the list that may be missing.**

- |                                      |                                |         |
|--------------------------------------|--------------------------------|---------|
| • Works well with others             | • Dependable                   | • _____ |
| • Honest                             | • Friendly                     | • _____ |
| • Enthusiastic                       | • Independent thinker          | • _____ |
| • Hard worker                        | • Follows directions and rules | • _____ |
| • Listens well                       | • Respectful                   | • _____ |
| • Gets work done without instruction | • Asks questions               | • _____ |
| • Good student                       | • Leader                       | • _____ |

### Technical Skills:

Basic computer skills are used in jobs at all levels in today's workplace and may be important to an employer. **Circle the computer skills you have and feel comfortable using. Be sure to add to the list if needed!**

- |                     |             |                |         |
|---------------------|-------------|----------------|---------|
| • MS Word           | • MS Access | • Social Media | • _____ |
| • MS Excel          | • AutoCAD   | • Blogging     | • _____ |
| • MS PowerPoint     | • Outlook   | • Web Design   | • _____ |
| • Email             | • MATLAB    | • iMovie       | • _____ |
| • Adobe Photoshop   | • Java      | • _____        | • _____ |
| • Adobe Illustrator | • Python    | • _____        | • _____ |

*Adapted from Duke University Nicholas School of the Environment & Career Center*

**Experience:**

Employers, universities, and scholarship committees are interested in how you have been spending your time and what you know. On your resume, be sure to list school activities and volunteer roles, as well as paid work experience, internships, shadowing, or anything else that may apply to you. Fill out all of the fields for each of your experiences.

**Accomplishments:** What kind of impact do you make wherever you go? List at least one accomplishment for each experience. Think about an award you won, when you consistently met a goal, a time when you exceeded expectations, how you made a group or organization better, etc. If you were the first to accomplish something, mention it!

**List the 3 most recent things you have done, whether through volunteering, school club/organization or a paid job. Fill out all of the fields for each of these experiences.**

1. Position Title: \_\_\_\_\_  
Company/Organization Name: \_\_\_\_\_  
City/State (location where you worked): \_\_\_\_\_  
Dates (month/year): From (start date) \_\_\_\_\_ To (end date) \_\_\_\_\_  
List all of the duties you performed, your responsibilities, and what you did each day:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Accomplishment(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Position Title: \_\_\_\_\_  
Company/Organization Name: \_\_\_\_\_  
City/State (location where you worked): \_\_\_\_\_  
Dates (month/year): From (start date) \_\_\_\_\_ To (end date) \_\_\_\_\_  
List all of the duties you performed, your responsibilities, and what you did each day:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Accomplishment(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Position Title: \_\_\_\_\_  
Company/Organization Name: \_\_\_\_\_  
City/State (location where you worked): \_\_\_\_\_  
Dates (month/year): From (start date) \_\_\_\_\_ To (end date) \_\_\_\_\_  
List all of the duties you performed, your responsibilities, and what you did each day:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Accomplishment(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**High School**

Name of School: \_\_\_\_\_  
City/State: \_\_\_\_\_ Month/year you expect to graduate: \_\_\_\_\_ GPA: \_\_\_\_\_  
Favorite classes: \_\_\_\_\_  
\_\_\_\_\_

Other volunteer activities, service organizations or achievements: (not already listed on this worksheet):  
\_\_\_\_\_  
\_\_\_\_\_

List your most important achievement to date: (if not already listed on this worksheet)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_