

RESUME-BUILDING WORKSHEET

Follow this worksheet to customize your personal resume.

Name _____

Address _____

Phone _____

Email _____

Summary statement (Clean, concise, immediate objective) _____

Education (Current school, anticipated graduation date, GPA only if it's above a 3.5) _____

Work Experience:

Job title _____ Dates _____

Employer _____

City, State _____

Major duties _____

Skills developed _____

Special projects _____

Accomplishments _____

Skills:

Technology, language, other special skills _____



Formatting Tips:

- Keep it simple. Use the same formatting throughout your resume to make it easy to read.
- Spell check; errors do not make a good first impression.
- TMI (too much information) warning; do not include personal information such as birth date, ethnicity, interests, or hobbies.
- No need to mention you have references, employers will request them.
- Spell it out; no abbreviations.

Honors and Activities: (Volunteer, campus, student groups, leadership roles, community work, scholarships, awards, research)

Circle power words you can use:

Advised	Coordinated	Presented
Aided	Created	Publicized
Assembled	Directed	Researched
Assessed	Edited	Restructured
Audited	Enforced	Scheduled
Authored	Enhanced	Served
Briefed	Evaluated	Staged
Built	Facilitated	Streamlined
Chaired	Informed	Supported
Coached	Investigated	Teamed With
Collaborated With	Mentored	Tested
Compiled	Monitored	Tracked
Composed	Negotiated	Trained
Consulted With	Persuaded	

ELEVATOR PITCH

Using the information above, can you write—and deliver to one or more people—a 30-second “elevator pitch” that will tell others who you are and what you hope to do next?

Practice it, and you can use your elevator pitch at job interviews or in meetings with college admission representatives or for scholarship committees.

Here's how you might start: “Hi, my name is _____ and I attend _____. I'm (choose a description, such as passionate about, interested in, fascinated or curious about) _____. My goals right now are to _____ and _____ so I can eventually _____.”