



**Resumé Worksheet**

Heading	Name, Address, Phone, E-mail Address  _____  _____
Qualifications Summary*	Bullet points of the top 3-5 qualifications you have for a specific job you are applying for. Refer to the job description and use their language when referring to your skills/qualifications.  _____  _____
Education	Name of Institution, City, State Degree (spelled out), Major, Minor, Month, Year of Graduation (or anticipated graduation) GPA (If 3.0 or above)  _____
Experience	Name of Organization, City, State, Month, Year of Employment - Month, Year of End Date Job Title Detailed description of Responsibilities  _____  _____  _____  _____  _____  _____
Skills	Chronological: List special skills such as advanced level computer programs and language skills. Tailor to Job Application: List any skills you have that are specifically requested in the job description.  _____
Certificates Trainings *	Name of Certificate/Training, Organization where you obtained certificate/training, Year obtained  _____  _____

Awards & Honors*	Name of Award, Organization which granted the award, Date(s) of Award  _____
Activities*	Name of Club/Organization, Institution Club/Organization is Affiliated with, Position Held (Member, Treasurer, etc.), Month, Year of Participation  _____ _____ _____ _____
International Experience*	Name of Institution Attended or Organization Worked For, City, State, Country, Month, Year you were there, Job Title, Description of work experience, classes attended, language experience as applicable.  _____ _____ _____ _____
Professional Memberships*	Name of Association, Position Held (Student Member, etc.), Month, Year of Start in Participation – Month, Year of End (List “Present” if still active.)  _____
Military Service*	List Rank, Separation Dates (or current status), special trainings and/or skills obtained during service  _____ _____ _____ _____
Presentations*	Name of Event, Name of Institution/Organization where presentation took place, Month, Year of Presentation, Type of Presentation (poster, oral, panelist, moderator)  _____ _____ _____ _____

\* Optional Sections

For examples, please see Chronological Resumé or Functional Resumé documents.