

RESUME WRITING WORKSHEET

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This resume worksheet will help you develop a professional resume with relevant and necessary content. Think about the following areas and make notes for each section as appropriate. If a category does not have enough space, please feel free to use scrap paper.

HEADING - Personal Information

This is the identifying information that appears at the top of the resume. You may include an alternate address to indicate where an employer may contact you if you currently reside in more than one location.

Name* _____ (Required)

Address _____ (Optional)

Phone # _____ (Required)

Email _____ (Required)

Note: Make sure your email address is one that you check daily and that it is appropriately named.

OBJECTIVE (Optional)

What type of position are you seeking? Include an objective if you have a clear direction (career goal, industry). Ex: "Seeking an internship in the field of _____." Avoid a professional summary unless you have relevant full-time experience in your desired field.

EDUCATION

List all colleges and universities from which you have earned or will earn a degree. Do not abbreviate. Start with your most recent.

College _____ City, State _____

Degree _____ Expected Graduation (Month/Year) _____

Major(s) _____

Emphasis, Minor _____

GPA _____ / 4.0 Semester Honors? _____

RESEARCH, CLASS PROJECTS

Note research or class projects which are related to your field of interest, if appropriate.

CERTIFICATIONS & LICENSES

Examples include CPR/First Aid, Microsoft, Teaching.

Name of Certificate/License _____ Date Rec'd/Expires _____

Organization granting the certification/licensure _____

EXPERIENCE – Work, Internships and/or Related

List your experience, with most recent information first. When noting your responsibilities and accomplishments, use concise statements describing your role and use action verbs to describe your skills, activities and accomplishments. Quantify when possible.

Employer/Company _____

City, State _____

Position/Title _____

Dates _____ to _____

Responsibilities & Accomplishments _____

Employer/Company _____

City, State _____

Position/Title _____

Dates _____ to _____

Responsibilities & Accomplishments _____

Employer/Company _____

City, State _____

Position/Title _____

Dates _____ to _____

Responsibilities & Accomplishments _____

HONORS & AWARDS

Include name of honor/award, date received & name of organization that provided the award.

SKILLS

This section can help you demonstrate proficiency in areas not otherwise outlined in your academics or experience sections. Focus on skills most relevant to your desired position/career field. Skills might include:

- Languages (note level of fluency)
- Computer skills – list programs and languages you are able to use
- Other field specific areas, such as techniques, instrumentation

PROFESSIONAL ASSOCIATIONS

List name of organization and dates of membership.

INVOLVEMENT – Campus, Community, and/or Volunteer

Highlight activities that demonstrate involvement in organizations and leadership roles. Note length of membership.

REFERENCES

NOTE: References are *not* included on your resume. Create a separate references page, listing at three (3) individuals who can attest to your work ethic, academic performance, skills and abilities. Ask these individuals to serve as references *prior* to including on your reference page. The information you will include for each reference is:

Name _____ Title _____

Organization _____

Address _____

Phone _____ Email (Optional) _____

WHAT'S NEXT?

After compiling your information, enter it into a Word document. Samples of various resume formats are available on the Career Planning & Professional Connections' website at www.uwgb.edu/career-planning. We encourage you to set up a meeting with your assigned Career Advisor to review your resume so you can best market yourself to employers!