



Worksheet: Resume Writing

What is a Resume?

- Document that presents a person's background, skills, and accomplishments
- Used for a variety of applications: jobs, programs, college, clubs, etc.
 - Many hiring decisions are made solely on the resume!
- Key Sections: Contact Information, Education, Experiences, Honors and Awards, Skills
- Tells a story about you as an applicant and an individual

Basic Information

- Contact Information:
 - Name, Address, Phone Number, Email
- Education:
 - School, Graduation Year
 - GPA, SAT/ACT Scores
 - Any relevant coursework

Formatting

- One page in length
- Use 10-12 pt font; easy-to-read (Arial, Times New Roman, etc.)
- Write in reverse chronological order

Sections

- Experiences: jobs, volunteering, clubs, internship, research, etc.
 - Company or organization name(s)
 - Position title(s)
 - Month and year of employment date(s)
 - Bullet point(s) describing duties and accomplishments
- Honors and Awards: Honor Roll, Dean's List, etc.
 - Organization name(s)
 - Month and year of award/honor(s) was received
- Skills: language skills, computer skills, technical skills, interpersonal skills, etc.

Tip: Use Action Verbs!

- Strong, compelling action verbs improve your resume and make your application stand out!
- Reference the Resume Thesaurus for ideas on how to make your resume shine

Questions to Consider as You Write:

- What type of applicant do I want to present myself as?
- What will my objective statement be?
- What experiences do I want to include?
- Where do I need to submit a resume (job, college, programs)?

Self-Reflection Questions:

- If I was an interviewer and read my resume, what would I think?
- Does my resume tell a story about me?



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Resume Checklist

- Does your contact information section have your... (mark all that apply)
 - Name
 - Address
 - Phone number
 - Email address
 - I do not have any of this information

- Do you have an Objective section for your resume that describes what you want to achieve, but written in a way that makes it clear to employers that you are valuable?
 - Yes
 - No
 - Not sure
 - I do not have an Objectives section

- In your Education section, did you list your education experiences starting with most recent at the top?
 - Yes
 - No
 - I do not have an Education section

- Does your Experience section have... (mark all that apply)
 - Company name(s)
 - Position title(s)
 - Month and year of employment date(s)
 - Bullet point(s) describing duties and accomplishments
 - I do not have an Experience section

- Does your Honors and Awards section include achievements and recognitions from school, competitions, programs?
 - Yes
 - No
 - I do not have an Honors and Awards section

- Does your Skills section have... (mark all that apply)
 - Computer skills, if any
 - Language skills, if any
 - Lab or technical skills, if any
 - I do not have any skills listed