

# Resume Development Worksheet

*This form provides a step-by-step guide for creating and/or updating your resume.*

**JOB TARGET** (Please list the position to which you are applying. Your job target will not be listed on your resume, but it is helpful to list here as a reminder that the information you include should be tailored to this target): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**KEY SKILLS:** \_\_\_\_\_

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**COMPUTER SKILLS** (Optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION:**

Current College, City, State, Degree/Major, Month and Year of Graduation:

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Colleges from which you have received a degree should be listed the same way starting with most recent:

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**INTERNSHIPS** (start with most recent):

Name of Company, City, State: \_\_\_\_\_

Department (ie: Marketing Intern): \_\_\_\_\_

Dates of Internship (month and year began to month and year ended):

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Itemized Duties or Accomplishments (can be bulleted or in paragraph form, start all of them with action verbs in the proper tense, be specific):

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Name of Company, City, State: \_\_\_\_\_

Department (ie: Marketing Intern): \_\_\_\_\_

Dates of Internship (month and year began to month and year ended):

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Itemized Duties or Accomplishments (can be bulleted or in paragraph form, start all of them with action verbs in the proper tense, be specific):

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**WORK EXPERIENCE or PROFESSIONAL EXPERIENCE or EMPLOYMENT HISTORY** (start with most recent):

Name of Company, City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment (month and year began to month and year ended):

\_\_\_\_\_

Itemized Duties or Accomplishments (can be bulleted or in paragraph form, start all of them with action verbs in the proper tense, be specific):

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\_\_\_\_\_

Name of Company, City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment (month and year began to month and year ended):

\_\_\_\_\_

Itemized Duties or Accomplishments (can be bulleted or in paragraph form, start all of them with action verbs in the proper tense, be specific):

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Name of Company, City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment (month and year began to month and year ended):

\_\_\_\_\_

Itemized Duties or Accomplishments (can be bulleted or in paragraph form, start all of them with action verbs in the proper tense, be specific):

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**AWARDS** (Optional. Start with most recent. For each award, list title of award, awarding organization, city and state, and date received):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL MEMBERSHIPS** (Optional. Start with the most recent, list membership title, organization, city, state, and dates of membership): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMUNITY SERVICE** (Optional. Start with the most recent activity, list organization, city, state, dates and duties performed):

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\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATIONS** (Optional. Start with the most recent certification, list certification title, issuing organization, city, state, date received):

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*(OPTIONAL: CHOOSE ONE OF THE SECTIONS BELOW)*

**OBJECTIVE:**

*Placed immediately below your contact information, the objective statement tells the interviewer what kind of position you want while highlighting one or two key skills. For example: “**To contribute media buying savvy and strategy development skills within a Marketing Director position.**” Objective statements are brief, include an action verb, and target a specific position or industry. Your objective should be no more than two or three lines and should match the description of the position you seek.*

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**PROFILE or SUMMARY:**

*Placed immediately below your objective, a profile or summary section summarizes four to eight of your key qualifications for the position you are seeking. It can reference education, knowledge, related experience, accomplishments, skills, etc., and should be tailored to highlight the experience most relevant to the job. For example: “**Recent Business Administration graduate with customer relations, sales, and administrative support experience in the financial and retail industries. Background includes direct customer contact, rapport development, staff supervision, quality assurance, and cost control. Proficient with Microsoft Office and QuickBooks.**” For this section and for the subsequent SKILLS and QUALIFICATIONS sections, you will most likely include transferable skills statements.*

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*(MAY CHOOSE ONE OF THESE SECTIONS BELOW AS AN ADDITIONAL SECTION)*

