# Resume Preparation Worksheet

## Personal Information

Professional email address

URL for your LinkedIn profile

A working phone number with voicemail that you check regularly

## Education History

School #1

Name of Higher Education Institution or Trade School #1. Start with the most recent school you attended.

City and state

Month and year you started attending and when you stopped attending or anticipated graduation date

Name of degree obtained

Focus areas of education, including majors, minors, certificates, etc.

Honors and awards you earned

Descriptions of 1-3 presentations or large projects you completed at school

School #2

Name of Higher Education Institution or Trade School #2

City and state

Month and year you started attending and when you stopped attending or anticipated graduation date

Name of degree obtained

Focus areas of education, including majors, minors, certificates, etc.

Honors and awards you earned

Descriptions of 1-3 presentations or large projects you completed at school

\*Don’t forget to include all higher education and trade schools you have attended. Remember, high school experiences do not belong on a professional resume.

## Work and Internship History

Employer #1: Name of most recent employer

Job titles you held

Month and year of start and end date

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

Employer #2: Name of most recent employer

Job titles you held

Month and year of start and end date

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

Employer #3: Name of most recent employer

Job titles you held

Month and year of start and end date

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

## Certifications

**Certification #1 name**

Name of agency that awarded the certification

Date you were awarded certification

Description of certification

**Certification #2 name**

Name of agency that awarded the certification

Date you were awarded certification

Description of certification

**Certification #3 name**

Name of agency that awarded the certification

Date you were awarded certification

Description of certification

## Skills

List and describe 5-10 professional skills that set you apart with descriptions of how you learned/displayed these skills at work, in school, or in life. Include quantified data when possible.

## Volunteer Experience

**Organization name #1**

Month and year you began volunteering and stopped volunteering

City, state where you volunteered

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

**Organization name #2**

Month and year you began volunteering and stopped volunteering

City, state where you volunteered

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

**Organization name #3**

Month and year you began volunteering and stopped volunteering

City, state where you volunteered

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

## Leadership Experience

Name of organization #1

Month and year you began and ended this experience

City, state of the experience

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

Name of organization #2

Month and year you began and ended this experience

City, state of the experience

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

Name of organization #3

Month and year you began and ended this experience

City, state of the experience

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

## Honors and Awards

**Name of organization that gave honor or award #1**

Specific name of honor or award

Month and year you received the honor or award

City, state where you received the honor or award

Summary of the honor or award

Description of why you received the honor or award

**Name of organization that gave honor or award #2**

Specific name of honor or award

Month and year you received the honor or award

City, state where you received the honor or award

Summary of the honor or award

Description of why you received the honor or award

**Name of organization that gave honor or award #3**

Specific name of honor or award

Month and year you received the honor or award

City, state where you received the honor or award

Summary of the honor or award

Description of why you received the honor or award

## Professional Presentations

**Name of organization that provided the opportunity #1**

Name of organization you presented to

Topic or title of presentation

Month and year of presentation

City, state where you presented

**Name of organization that provided the opportunity #2**

Name of organization you presented to

Topic or title of presentation

Month and year of presentation

City, state where you presented

**Name of organization that provided the opportunity #3**

Name of organization you presented to

Topic or title of presentation

Month and year of presentation

City, state where you presented

## Professional Memberships

 **Organization #1 name**

Month and year you began volunteering and ended membership

Name of positions you held

City, state of organization

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

**Organization #2 name**

Month and year you began and ended membership

City, state of organization

Name of positions you held

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

**Organization #3 name**

Month and year you began and ended membership

City, state of organization

Name of positions you held

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

## Additional Professional Accomplishments

(Include externships, study abroad experiences, languages you speak, etc.)

**Accomplishment #1 Title**

Month and year you began and ended or date of experience

City, state of organization

Name of positions you held

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

**Accomplishment #2 Title**

Month and year you began and ended or date of experience

City, state of organization

Name of positions you held

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments

**Accomplishment #3 Title**

Month and year you began and ended or date of experience

City, state of organization

Name of positions you held

List and description of responsibilities, tasks, projects, skills used, and accomplishments

Quantified data that demonstrates accomplishments