



Resume Writing Worksheet

HEADING

Personal Information: This is the identifying information that appears at the top of the resume.

- Name _____
- Address _____
- Phone Number _____
- Email _____

OBJECTIVE (Optional)

What type of position you are seeking? Include an objective if you have a clear direction (career goal, industry).

- EX: To obtain the position of Administrative Assistant at Sephora
- _____
- _____

EDUCATION

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

- School _____ City, State _____
- Degree _____ Graduation Date (Month/Year) _____
- Major _____ GPA _____
- School _____ City, State _____
- Degree _____ Graduation Date (Month/Year) _____
- Major _____ GPA _____

Volunteer Experience/Community Service:

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

- Position/Title _____
- Dates (Month/Year) _____ to _____
- Organization/Company _____
- City, State _____
- Responsibilities _____
- _____
- _____

Types of Resumes:

- ◆ Academic
- ◆ Combination
- ◆ Functional
- ◆ Professional

Quick Tips!

Your resume should be tailored to each specific job you are applying to.

Review the job description carefully, and make sure your resume includes similar desired experiences.

Career Center Services & Calendar

Check out our website for current dates, times, and locations of workshops and career events.

Located:
 Crafton Center
 220, Second Floor

Phone:
 909-389-3399
 909-389-3366

Email:
 Careercenter@craftonhills.edu

Website:
 www.craftonhills.edu/
 CareerServices

WORK EXPERIENCE

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

- Position/Title _____
- Dates (Month/Year) _____ to _____
- Employer/Company Name _____ City, State _____
- Responsibilities _____
- _____
- _____
- Position/Title _____
- Dates (Month/Year) _____ to _____
- Employer/Company Name _____ City, State _____
- Responsibilities _____
- _____
- _____

Skills

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

- Foreign languages (bilingual/biliterate)
 - Computer skills (be specific, listing software/hardware names)
 - Other field specific areas, such as techniques or special instrumentation
- _____
- _____

Leadership /Club Organizations

Highlight activities that demonstrate involvement in a variety of organizations. Be sure to make note of any leadership roles and note length.

EX: President of Health Science Club

Sept. 20XX-Present

What's Next?

After compiling all your information, enter it in a word document. A variety of resume samples are available at the Career Center. Review the following handouts for more help with writing your resume:

- ⇒ Choose Your Section Headings
- ⇒ Resume
- ⇒ Action Verbs for Your Resume
- ⇒ Functional & Combination Resume
- ⇒ Choose Your Words Wisely