

RESUME CREATION WORKSHEET

Personal Information

- Name: _____
- Appropriate Email: _____
- Address: _____
- Phone Number: _____

College Education

- Current School/School you Graduated From
 - School Name: _____
 - City/State: _____
 - Graduation Date (month and year): _____
 - Area of Study: _____
 - GPA: _____
 - Honors/Distinctions: _____

****If you earned more than one degree from the same school, make two separate entries with the information listed above****

****Did you earn degrees from any other colleges? List the same information for those schools****

Work Experience

○ Current/Most Recent Job/Internship

- Position/Title: _____
- Company Name: _____
- City/State: _____
- Dates Employed: _____
- Job Duties (be specific):

○ Previous Job/Internship

- Position/Title: _____
- Company Name: _____
- City/State: _____
- Dates Employed: _____
- Job Duties (be specific):

○ Previous Job/Internship

- Position/Title: _____
- Company Name: _____
- City/State: _____
- Dates Employed: _____
- Job Duties (be specific):

○ Previous Job/Internship

- Position/Title: _____
- Company Name: _____
- City/State: _____
- Dates Employed: _____
- Job Duties (be specific):

****Keep completing this process for all jobs/internships you have worked at****

Awards, Activities, Volunteer Work/Community Service,
Organizations/Clubs (include leadership roles held), Certifications,
Scholarships, etc.

Special Skills

**These will be phrases such as: Exemplary organization skills, Attention to detail,
Strong work ethic, Superior customer service, etc.**

