

# RESUME WRITING WORKSHEET

Career Planning & Professional Connections, University of Wisconsin – Green Bay  
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This resume worksheet will help you develop a professional resume with relevant and necessary content. Think about the following areas and make notes for each section as appropriate. If a category does not have enough space, please feel free to use scrap paper.

## **HEADING - Personal Information**

This is the identifying information that appears at the top of the resume. You may include an alternate address to indicate where an employer may contact you if you currently reside in more than one location.

Name\* \_\_\_\_\_ (Required)

Address \_\_\_\_\_ (Optional)

Phone # \_\_\_\_\_ (Required)

Email \_\_\_\_\_ (Required)

*Note: Make sure your email address is one that you check daily and that it is appropriately named.*

## **OBJECTIVE (Optional)**

What type of position are you seeking? Include an objective if you have a clear direction (career goal, industry). Ex: "Seeking an internship in the field of \_\_\_\_\_." Avoid a professional summary unless you have relevant full-time experience in your desired field.

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## **EDUCATION**

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

College \_\_\_\_\_ City, State \_\_\_\_\_

Degree \_\_\_\_\_ Expected Graduation (Month/Year) \_\_\_\_\_

Major(s) \_\_\_\_\_

Emphasis, Minor \_\_\_\_\_

GPA \_\_\_\_\_ / 4.0 Semester Honors? \_\_\_\_\_

## **RESEARCH, CLASS PROJECTS**

Note research or class projects which are related to your field of interest, if appropriate.

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**CERTIFICATIONS & LICENSES**

Examples include CPR/First Aid, Microsoft, Teaching.

Name of Certificate/License \_\_\_\_\_ Date Rec'd/Expires \_\_\_\_\_

Organization granting the certification/licensure \_\_\_\_\_

**EXPERIENCE – Work, Internships and/or Related**

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

**Employer/Company** \_\_\_\_\_

City, State \_\_\_\_\_

Position/Title \_\_\_\_\_

Dates \_\_\_\_\_ to \_\_\_\_\_

Responsibilities & Accomplishments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Employer/Company** \_\_\_\_\_

City, State \_\_\_\_\_

Position/Title \_\_\_\_\_

Dates \_\_\_\_\_ to \_\_\_\_\_

Responsibilities & Accomplishments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Employer/Company** \_\_\_\_\_

City, State \_\_\_\_\_

Position/Title \_\_\_\_\_

Dates \_\_\_\_\_ to \_\_\_\_\_

Responsibilities & Accomplishments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **HONORS & AWARDS**

Include name of honor/award, date received & name of organization that provided the award.

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## **SKILLS**

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

- Languages (note level of fluency)
- Computer skills – list programs and languages you are able to use
- Other field specific areas, such as techniques, instrumentation

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## **PROFESSIONAL ASSOCIATIONS**

List name of organization and dates of membership.

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## **INVOLVEMENT – Campus, Community, and/or Volunteer**

Highlight activities that demonstrate involvement in organizations and leadership roles. Note length of membership.

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## **REFERENCES**

NOTE: References are **not** included on your resume. Create a separate references page, listing at three (3) individuals who can attest to your work ethic, academic performance, skills and abilities. Ask these individuals to serve as references **prior** to including on your reference page. The information you will include for each reference is:

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email (Optional) \_\_\_\_\_

## **WHAT'S NEXT?**

After compiling your information, enter it into a Word document. Samples of various resume formats are available on the Career Planning & Professional Connections' website at [www.uwgb.edu/career-planning](http://www.uwgb.edu/career-planning). We encourage you to set up a meeting with your assigned Career Advisor to review your resume so you can best market yourself to employers!