

RESUME WORKSHEET

Contact Information

The first section of your resume should include information on how the employer can contact you.

First Last Name _____
Street Address (*Home or School*) _____
City, State, Zip _____
Phone (*Landline or Cell*) _____
Email Address _____

Objective

Some people choose to state their job objective on the resume, as opposed to including it in the body of their cover letter. Stating your objective on your resume is optional, having an objective for your resume is not - you need to be clear on your goal.

Education

In the education section of your resume, list the college you attend or graduated from, the degrees you attained, and awards and honors you have earned.

College, Degree _____
Awards, Honors _____

Experience

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements. If you have completed internships, it's fine to include them in the experience section of your resume. You can also list summer jobs.

Company #1 _____
City, State _____
Dates Worked _____

Job Title _____
Responsibilities / Achievements _____
Responsibilities / Achievements _____

Company #2 _____
City, State _____
Dates Worked _____

Job Title _____
Responsibilities / Achievements _____
Responsibilities / Achievements _____

Activities

Include athletics, clubs, organizations, and other college activities.

Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

References available upon request

There is no need to include references on your resume, unless requested. Rather, have a separate list of references to give to employers upon request.

When you have completed your Resume Worksheet, contact EHP for help in putting it all together!