

RESUME WORKSHEET

Objective: A brief, concisely worded, specific statement of what you want to do, where you want to do it, and your skills that are relevant for the desired position.

Examples:

To obtain a Psychology Internship with General Mental Health Facility utilizing my interpersonal communication skills and my analytical and problem solving abilities.

Education: List colleges and universities from which you have graduated using reverse chronological order. Do not include secondary schools or GPA if lower than 3.0. If you have not graduated yet you may want to word this “Candidate for (degree)” and “Expected Graduation Date.”

School _____ City, State _____

Degree _____ GPA _____ Graduation Date _____

Major(s) _____ Minor(s) _____

School _____ City, State _____

Degree _____ GPA _____ Graduation Date _____

Major(s) _____ Minor(s) _____

Experience: Include Full-time, Part-time, Internship and Community Service experiences in reverse chronological order. (It doesn't matter if you were not paid for the work). Note: Bulleted responsibilities should not be a job description, but an indication of relevant accomplishments/achievements you made while in that position. Begin each bullet using an action word.

Position/Job Title _____ Dates _____ to _____

Employer _____ City, State _____

Responsibilities/Accomplishments

- _____
- _____
- _____

Position/Job Title _____ Dates _____ to _____

Employer _____ City, State _____

Responsibilities/Accomplishments

- _____

- _____
- _____

Position/Job Title _____ Dates _____ to _____

Employer _____ City, State _____

Responsibilities/Accomplishments

- _____
- _____
- _____

Leadership Experiences and Activities: List educational, professional, social and extracurricular organizations; community service events; and other activities that illustrate your leadership experiences. Include offices held and nature of your involvement, as well as projects worked on and skills learned.

Experience Name _____ Dates _____ to _____

- _____
- _____

Experience Name _____ Dates _____ to _____

- _____
- _____

Experience Name _____ Dates _____ to _____

- _____
- _____

Honors, Scholarships, Awards, and Certifications:

- _____
- _____
- _____

Meaningful Skills and Abilities: List any special skills and abilities that you believe will assist in your candidacy. Examples include computer programming and software proficiency, and ability to speak a foreign language.

- _____
- _____