

Worksheet for Building a Resumé

A resumé is a one- or two-page document summarizing your qualifications for a job. It provides information about your background and indicates how your talents match a position's requirements. Employers review a resume to determine if a candidate's qualifications "fit" the needs of the organization. To be effective, your resume should identify:

- areas of knowledge and expertise
- skills, abilities, and professional interests
- career-related experiences and responsibilities
- achievements
- future capabilities

This worksheet is provided to assist you in gathering and organizing information for your resumé. Beginning in your freshman year, you should keep a record of your classes, campus and community activities, leadership positions, work experiences, skills, and achievements. From the information recorded throughout your college years, you can critically examine your background, select the qualifications and personal strengths to highlight on your resumé, and relate them to the position you desire.

CONTACT INFORMATION

Name _____

College address _____

College phone number _____

E-mail address _____

You can be reached at your college address until what date? _____

Permanent address _____

Permanent phone number _____

EDUCATION

An important part of your qualifications is your academic preparation. Please complete the following information.

University _____

Location (city, state) _____

Degree _____ Date of Graduation (mo/yr) _____

Major/s _____

Minor/s _____

Concentration/s _____

Overall QPA (if over 3.0 on a 4.0 scale) _____

Major QPA (if over 3.0 on a 4.0 scale) _____

Excluding loans, what percentage of your education was financed through scholarships or work? _____%

CURRICULUM HIGHLIGHTS

List the highlights of your academic program related to your field of interest (courses, special class projects, publications, an area of concentration, or special capabilities).

Examples: Minor in International Business
Concentration in Spanish
Special emphasis (12 credits) in writing
Marketing research project

PROFESSIONAL DEVELOPMENT

List the knowledge you gained through other educational opportunities: training provided by professional organizations, employers, or volunteer organizations; or knowledge gained in other ways. Examples include:

- Seminars, workshops, or conferences you attended (on campus or off campus)
- Programs or workshops you presented
- International travel

Examples: Attended American Psychological Association annual conference
St. Louis, MO, April 2006

International Business Seminar, Summer 2005

Completed the Professional Development Seminar for Business Students, October 2005

Presented “Team Building” workshop at the Clarion University Leadership Development Series, October 2005

TECHNICAL SKILLS

List your experience using today's technology (hardware, software, platforms, programming languages, equipment, etc.)

Examples: An computer science major could list:

Operating Systems: Windows NT, Linux, VMS, DOS

Programming Languages: C++, PASCAL, COBOL, JAVA

Software Applications: HotMetal Pro, Netscape Communicator

A communication major could list:

Microsoft Office (Word, Excel, Access, PowerPoint)

Pagemaker

MS Front Page

A chemistry major could list:

High Performance Liquid Chromatograph

UV/VIS Spectrophotometer

HONORS

List any academic distinctions, honors, or awards.

Examples: James Gemmell Leadership Award, Spring 2006
Kappa Delta Pi (education honor society), Spring 2005
Clarion University Honors Program, 2002-2006
Dean's List, six semesters

CAMPUS AND COMMUNITY ACTIVITIES

This section should include information about your activities on campus, in the Clarion community, or in your home community. For each activity, list the following information: name of organization, leadership or volunteer positions held, and dates of membership or volunteerism.

Examples: Psychology Club
President, 2005-2006
Treasurer, 2004-2005
Program Committee Chair, 2003-2004

Volunteer, Choice Enterprise, Clarion, PA. Spring 2006
* Worked with mentally challenged adults in everyday activities

INTERNSHIPS OR STUDENT TEACHING EXPERIENCES

List the field or career-related experiences that you have had. For each position, include the following information: your title, department or grade level, organization, location (city, state), and dates. Briefly describe your major responsibilities, beginning each phrase with an action verb.

- Examples:** Marketing Assistant/Intern
 Millcreek Mall Merchants Association, Erie, PA
 Summer 2005
- Promoted special mall events
 - Wrote and edited copy
 - Designed and bought advertisements
 - Wrote correspondence to mall merchants and various media people
 - Attended mall and community meetings

Student Teacher, Grade 2, Boundary Street Elementary School
Clarion Area School District, Clarion, PA
August to October 2005

Student Teacher, Grade 4, New Bethlehem Elementary School
Redbank Valley School District, New Bethlehem, PA
October to December 2005

ADDITIONAL FIELD EXPERIENCES

In addition to an internship or student teaching experience, what other experiences have you had related to your field of interest? Your list may include items from your “Campus and Community Activities” or “Work Experience” sections (e.g., campus employment, co-curricular activities, volunteer work). For each experience, list your title, the organization, location (city, state), and dates. Briefly describe your responsibilities, beginning each phrase with an action verb.

Examples: News Editor
Clarion Call (Clarion University weekly newspaper)
Spring Semester 2006

- * Managed 10 staff writers and 5 support staff members
- * Edited copy
- * Assigned articles; interviewed and wrote articles
- * Used a Quattro Pro desktop publishing system

Resident Assistant, Becht Hall, Clarion University, Clarion, PA
Academic years 2003-2004, 2004-2005, 2005-2006

- * Provided a safe and cohesive living environment for 30 female students
- * Planned and coordinated social and educational programs
- * Counseled and advised students
- * Enforced university policies
- * Assisted students in adjusting to college life

WORK EXPERIENCES

This section may include full-time, part-time, or summer jobs. For each position, list your title, department (if appropriate), employer name, location (city, state), and dates of employment. In addition, list if the work was full-time or part-time and the average hours per week that you worked.

Examples: Waiter, T.G.I. Friday's, Monroeville, PA
Summers 2004, 2005 (40 hours per week)
January to May 2005 (10 hours per weekend)

Student Assistant, Career Services, Clarion University, Clarion, PA
Academic Years 2004-2005, 2005-2006

- Assisted students who visited the office
- Entered job vacancy information into a database
- Maintained materials in the Career Library
- Answer phones, filed, and typed

REFERENCES

Who can attest to your qualifications and your ability to do a job? List three to five individuals who can comment on your:

- areas of knowledge and expertise
- skills, abilities, and professional interests
- involvement in campus, community, and professional activities
- career-related experiences and responsibilities
- achievements
- future capabilities and potential as a professional in your field of interest

List each reference's name, title, work address, daytime phone number, and e-mail address.