

Name: _____ Major: _____

Resume Building Worksheet

WHAT IS A RÉSUMÉ?

A résumé is your personal marketing tool, whether you are applying for an internship, job, or graduate school. Its purpose is to promote your unique combination of education, experiences, skills, qualifications, and activities; grab the reader's attention; and generate an interview.

Use this worksheet to brainstorm and organize information for your resume. Once you're done:

1. Consider the sample resume formats and start to build your resume.
2. Bring your new resume to Career Services for assistance in finalizing it.
3. Update your resume worksheet often.

THE BASICS

Your resume should be organized into sections. There is no one way to write your résumé, only guidelines and best practices. Therefore, there are no rules on what sections your resume must have. Create sections that help tell your story to employers, differentiates you, and makes your resume easy to scan. Here are some of the more common sections:

Education, Experience, Activities, Service, Skills

Other popular sections include: Leadership, Relevant Coursework and Projects, International Experience, Additional Experience, Publications

As you organize your resume, remember that we read left to right, top to bottom. Hence, put your most important information at the top and left side of the page. For most students, Education will be the first section, because it is what differentiates you from your peers who do not have the same type of education. If you have a positioning statement, it will go before Education. The rest of the order depends on the importance of each section to the opportunity at hand.

DRAFTING YOUR RESUME

BANNER

The banner or heading should convey a professional identity. Utilize a professional email address (e.g. student@mail.widener.edu) and include the telephone number that you use regularly. Your formal name should appear at the top and stand out from everything else.

Name: _____

Phone Number: () - _____ Email: _____

College Mailing Address: _____

LinkedIn URL: _____

POSITIONING STATEMENTS

Consider adding a positioning section at the top of your résumé, if you have room or if your résumé is not very focused. This can be an Objective, Qualifications, Summary, or Profile. Not every resume needs a positioning statement; however, if you will not be able to submit a cover letter with the resume, these can be useful tools to create a message of how you fit with what the employer is searching for. Remember, this is not a statement of what you are looking for. This section should be a very specific snapshot of who you are and entice the reader to want to know more about you and the value you can bring to their organization.

EDUCATION

Include the following information in your education section. After your freshman year, high school information should be removed from your resume unless it is directly related to your current major.

University: _____

City and State of University: _____

Name of bachelor degree: _____

Major/Concentration: _____

Minor: _____

Anticipated
Date of Degree: _____

Current GPA: _____

If you are a freshman, list the same information for your high school:

School: _____

City, State: _____

Date of Degree: _____ GPA: _____

If you received a bachelor/associates degree from another institution, include the data here.

University: _____

City and State of University: _____

Name of bachelor degree: _____

Major/Concentration: _____

Date of Degree: _____

GPA: _____

Academic honors and awards you received, include honor societies you've joined and awards you've received in school:

_____ Term(s): _____
_____ Term(s): _____
_____ Term(s): _____

List any scholarships you have received:

Scholarship: _____ Term(s): _____
Scholarship: _____ Term(s): _____
Scholarship: _____ Term(s): _____

List any relevant courses you've taken that support your career goals, demonstrate preparedness to be successful in a co-op or internship, or highlight special skills/knowledge:

Course: _____ Course: _____
Course: _____ Course: _____
Course: _____ Course: _____

List any formal research you have completed or been an assistant for. Do not list class research.

Project: _____ Term(s): _____
Professor: _____ Role: _____

List any publications you have written or contributed to. What was your role?:

Title of Publication: _____
Name of
Journal/Publisher: _____ Role: _____

List any presentations you have made at conferences, symposiums, or special events. Do not list class presentations.

Title of Presentation: _____ Date: _____
Name of Event: _____ Role: _____
Title of Presentation: _____ Date: _____
Name of Event: _____ Role: _____

EXPERIENCE

In your Experience section(s), think strategically. Emphasize achievements, the impacts you made on the organizations, and transferable skills you developed. Create examples that differentiate you from the competition. Use action verbs, numbers, and other supporting language. Use present tense (i.e. “manage” or “collaborate”) when describing tasks that you are still doing. Use past tense (i.e. “managed” or “collaborated”) when describing tasks that you are no longer doing or positions where you are no longer employed.

Here is the list of top ten attributes employers consistently look for. **Leadership, ability to work in a team, written communication skills, problem-solving skills, verbal communication skills, strong work ethic, initiative, analytical/quantitative skills, flexibility/adaptability, and technical skills.** It can be challenging to describe these skills and qualities. When preparing to list these skills on your resume, think about how you developed these skills through your work & highlight those achievements accordingly.

Employer: _____

City, State _____

Dates of Employment: _____ Full- or Part-time? _____

Hours/Week? _____ Seasonal or Year-round? _____

Title _____

Create a bulleted list of skills and responsibilities used in this position.

- _____
- _____
- _____

List any awards/accomplishments you achieved in this position. Include promotions you received and why.

Accomplishment: _____ Date(s): _____

Why: _____

Accomplishment: _____ Date(s): _____

Why: _____

Promotion: _____ Date(s): _____

Why: _____

Promotion: _____ Date(s): _____

Why: _____

List any new systems or initiatives you created or implemented:

List any special training you received:

What would your employer say he/she valued the most about you?

Repeat for every position you have held.

LEADERSHIP AND ACTIVITIES

List the clubs/organizations you belong to on campus and in the community. State your position(s) in these organizations and list any skills/competencies you demonstrated in the role.

Organization: _____ Date(s): _____

Role(s): _____

Skills/Competencies: _____

Organization: _____ Date(s): _____

Role(s): _____

Skills/Competencies: _____

Organization: _____ Date(s): _____

Role(s): _____

Skills/Competencies: _____

SERVICE

List the volunteer work you completed or are involved with on campus and in the community, including service learning classes. State your position(s) in these organizations and list any skills/competencies you demonstrated in the role. Include dates:

Organization: _____ Date(s): _____

Role(s): _____

Skills/Competencies: _____

Organization: _____ Date(s): _____

Role(s): _____

Skills/Competencies: _____

Organization: _____ Date(s): _____

Role(s): _____

Skills/Competencies: _____

ATHLETICS

Are you a member of an athletic team? What is it? What position do you play? Are you a team captain or leader? What skills/accomplishments have you exhibited as an athlete?

Sport: _____ Date(s): _____

Role(s): _____

Skills/Accomplishments: _____

Sport: _____ Date(s): _____

Role(s): _____

Skills/Accomplishments: _____

Sport: _____ Date(s): _____

Role(s): _____

Skills/Accomplishments: _____

SKILLS

Do you speak any languages? How well do you speak/write these languages (beginner, conversational, intermediate, fluent, native tongue).

Language: _____ Level: _____

Language: _____ Level: _____

Language: _____ Level: _____

What computer software are you proficient at?

Do you master any of these and how (e.g., Excel, V look ups, advanced macros, pivot tables)

Software: _____ Level/Experience: _____

Software: _____ Level/Experience: _____

Software: _____ Level/Experience: _____

Software: _____ Level/Experience: _____