

Resume Writing Worksheet

Goals:

List your target job title(s)

1. What skills do you need to be successful in your field(s) of choice?
2. What are your top 5 skills or attributes for this position(s)?

Education:

1. List all educational experiences at the college level, whether you completed a degree or not. Include:
 - a. Name of institution
 - b. City and state
 - c. Degrees achieved
 - d. Coursework relevant to your career goal
 - e. GPA-major and cumulative
 - f. Honors
 - g. Year completed
 - h. Collegiate activities
 - i. Major projects or thesis work
 - j. Internships
2. Have you participated in any employer-sponsored seminars or workshops?
3. Do you have any areas of independent or self-directed study?

Experience:

Start with current or most recent, and then go back in time as far as relevant to your current objective. For now create a master list and write everything without worrying about page length; however, you may eventually delete short term employment, negative situations, etc. before applying to a job.

List:

1. Company name
2. City and state in which you were employed

3. Dates of employment
4. Job titles you held

Once you have completed your master list, go back to your most recent position

1. Give a one-sentence description of the company? For example: A Fortune 500 Manufacturer with \$1 billion in annual revenues and over 5000 employees worldwide (or whatever statistics are most relevant)
2. Did you have more than one position with this company? If so:
 - a. List each position title
 - b. How long were you in each position?
 - c. Were you promoted from a former position?
3. What department(s) were you in?
4. How does your job fit within the context of the organization?
5. Who do you work with?
6. What other areas do you support?
7. What were you responsible for accomplishing in this job?
8. What was an average day on the job? What's predictable? What's difficult?
9. Can you name three critical functions of your job that would impact the company/department if you were not at work?
10. What did you enjoy most about this position? The least?
11. Did you manage any staff members? If so:
 - a. What were their titles?
 - b. How many people?
12. Did you train, motivate, or mentor any of your peers?
13. Did you write reports and/or give presentations?
14. Did you contribute to committees? If so, which ones?
15. Did you organize or participate in any corporate events?
16. Did you have budget or P&L accountability? If so:

- a. What were the dollar amounts?
 - b. What other fiscal duties did you have?
17. Did you have any procurement/purchasing, vendor relations, or inventory control duties?
 18. Did you create any new policies, processes, procedures, training documentation, templates or tools (paper or technology) to make your job or the department more efficient? If so:
 - a. Can you quantify the impacts of that contribution? (number or percent change)
 19. Did you increase revenues or profitability? If so, how?
 20. How was your performance measured? Did you meet or exceed expectations?
 - a. In what areas did you receive the highest scores or the most positive feedback?
 21. What interactions did you have with customers?
 22. Have you contributed to any major projects at the company? If so:
 - a. What was the situation?
 - b. What actions did you take?
 - c. What were the results of each project?
 23. Did you receive any customer kudos or corporate awards/recognitions?
 24. Were you chosen for any additional assignments?
 25. What are you personally most proud of that you contributed in this position?
 26. At the end of the day, what makes you feel good about what you've accomplished?
 27. What have you done that has broadened your responsibilities?
 28. What would your former managers, peers, clients or staff members say about you?
 29. Why are you good at what you do?

Repeat this process for all relevant positions

Professional Associations:

List any professional groups you are involved in that are relevant to your current career goals.

Include:

1. Name of group

2. Your role
3. Special projects or committees
4. Years of involvement

Volunteer Experience:

List any volunteer groups you are involved in that are relevant to your current career goals.

Include:

1. Name of group
2. Your role
3. Special projects or committees
4. Years of involvement

Skills, Certifications and Interests

1. Do you have any specialized technology skills?
2. Do you know any languages?
3. Do you have any certifications?
4. Do you have any additional skills (athletic, recreational, etc.) that might be relevant to your target position?
5. List any personal interests outside of work