

Résumé Planning Worksheet

Instructions:

1. Make the information on this worksheet thorough and complete; save it and update it annually.
2. Use the information as a “menu” from which to create a unique resume for each job you seek. Not everything written on this form will be listed on your resume. It is just a record of the things you have done that you may include on your resume as it relates to the job you are applying for.
3. Consider sample resume formats and start to build your resume. Visit Career Services to view sample resume formats and get assistance refining your resume to a professional standard.

I. Personal Information

Name: _____ Date: _____

Temporary Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-Mail: _____

Permanent Address (if different): _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-Mail: _____

[If you anticipate ever requesting a security clearance, you will need to record every place you have ever resided.]

II. Education (List most recent first)

Most recent College or University: _____

Location: _____ State: _____

Degree: _____ Program/Major(s): _____

Minor(s): _____ Date Obtained/Expected Date of Graduation: _____

Cumulative GPA: _____ (It is recommended that you only list on resume if 3.0 or above)

Other College or University: _____

Location: _____ State: _____

Degree: _____ Program/Major(s): _____

Minor(s): _____ Date Obtained/Expected Date of Graduation: _____

Cumulative GPA: _____ (It is recommended that you only list on resume if 3.0 or above)

Other schools attended (except high school), training or certifications received, licenses obtained, etc.: _____



III. Experience (consider all experience – work experience, military service, internships, etc.)

Position Title: _____ **Company/Organization:** _____

Address: _____ **City:** _____ **State:** _____

Dates employed (months & years only) *From:* _____ *To:* _____

Name of Supervisor(s): _____ **Phone:** _____

Duties and responsibilities: _____

Quality attributes you found important and used successfully in this position: _____

Specific performance accomplishments or contributions you made to this job: _____

Combine the duties, qualities and accomplishments together and write 3-5 bulleted statements of what you did. Each statement should begin with an action verb (i.e., expanded, created, maintained, etc.):

- _____
- _____
- _____
- _____

Position Title: _____ **Company/Organization:** _____

Address: _____ **City:** _____ **State:** _____

Dates employed (months & years only) *From:* _____ *To:* _____

Name of Supervisor(s): _____ **Phone:** _____

Duties and responsibilities: _____

Quality attributes you found important and used successfully in this position: _____

Specific performance accomplishments or contributions you made to this job: _____

Combine the duties, qualities and accomplishments together and write 3-5 bulleted statements of what you did. Each statement should begin with an action verb (i.e., expanded, created, maintained, etc.):

- _____
- _____
- _____
- _____

Position Title: _____ **Company/Organization:** _____

Address: _____ **City:** _____ **State:** _____

Dates employed (months & years only) *From:* _____ *To:* _____

Name of Supervisor(s): _____ **Phone:** _____

Duties and responsibilities: _____

Quality attributes you found important and used successfully in this position: _____

Specific performance accomplishments or contributions you made to this job: _____

Combine the duties, qualities and accomplishments together and write 3-5 bulleted statements of what you did. Each statement should begin with an action verb (i.e., expanded, created, maintained, etc.):

- _____
- _____
- _____
- _____

Position Title: _____ **Company/Organization:** _____

Address: _____ **City:** _____ **State:** _____

Dates employed (months & years only) *From:* _____ *To:* _____

Name of Supervisor(s): _____ **Phone:** _____

Duties and responsibilities: _____

Quality attributes you found important and used successfully in this position: _____

Specific performance accomplishments or contributions you made to this job: _____

Combine the duties, qualities and accomplishments together and write 3-5 bulleted statements of what you did. Each statement should begin with an action verb (i.e., expanded, created, maintained, etc.):

- _____
- _____
- _____
- _____

IV. Special Competencies

Write here your special talents, skills, training, languages, etc. (computer skills, special licenses, etc.):

- _____
- _____
- _____
- _____
- _____
- _____
- _____

V. Honors/Activities

1. Memberships in professional associations, clubs or community groups, volunteer & religious organizations. Include name of the association, dates of membership, and any offices held).

Activity/Organization: _____

Dates of Membership: _____

Leadership Roles: _____

Activity/Organization: _____

Dates of Membership: _____

Leadership Roles: _____

Activity/Organization: _____

Dates of Membership: _____

Leadership Roles: _____

Activity/Organization: _____

Dates of Membership: _____

Leadership Roles: _____

2. Awards and Honors (academic, athletic, social, civic, and scholarships not based on financial need):

3. Creative professional activities (articles written, inventions, projects presented or displayed):

VI. References

List references on a separate page, **not** on your resume. Avoid using family and relatives. Generally, 3-4 professional or academic references and 1 personal reference will be sufficient. *Be sure to get permission from any reference before using their name!* Send each a thank you note for volunteering to help you, and keep them informed on your job search progress.

1. Name: _____
Relationship (i.e., Supervisor for 2 years): _____
Organization/Company: _____
Address: _____ City: _____ State: _____
Phone: (_____) _____ E-mail: _____
2. Name: _____
Relationship (i.e., Supervisor for 2 years): _____
Organization/Company: _____
Address: _____ City: _____ State: _____
Phone: (_____) _____ E-mail: _____
3. Name: _____
Relationship (i.e., Supervisor for 2 years): _____
Organization/Company: _____
Address: _____ City: _____ State: _____
Phone: (_____) _____ E-mail: _____
4. Name: _____
Relationship (i.e., Supervisor for 2 years): _____
Organization/Company: _____
Address: _____ City: _____ State: _____
Phone: (_____) _____ E-mail: _____
5. Name: _____
Relationship (i.e., Supervisor for 2 years): _____
Organization/Company: _____
Address: _____ City: _____ State: _____
Phone: (_____) _____ E-mail: _____