



# Résumé Worksheet

E2

### PERSONAL INFORMATION

Full Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Permanent Phone \_\_\_\_\_

Current Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Current Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### CAREER OBJECTIVES

Immediate Career Goals \_\_\_\_\_

\_\_\_\_\_

Long-Term (5-10 years) Career Goals \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EDUCATION

High School \_\_\_\_\_ City/State \_\_\_\_\_

Year Graduated \_\_\_\_\_ Class Ranking \_\_\_\_\_ GPA \_\_\_\_\_

Special Honors/Related Activities \_\_\_\_\_

\_\_\_\_\_

Undergraduate College/University \_\_\_\_\_

City/State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Degree Earned \_\_\_\_\_ Date Received \_\_\_\_\_

Major \_\_\_\_\_ Option/Minor \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Major GPA \_\_\_\_\_

President's Honor Roll (# of semesters) \_\_\_\_\_ Dean's Honor Roll (# of semesters) \_\_\_\_\_

Coursework Related to Objective \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Undergraduate Honors, Scholarships, Special Research \_\_\_\_\_

\_\_\_\_\_

Campus Activities/Organizations \_\_\_\_\_

\_\_\_\_\_

Graduate College/University \_\_\_\_\_

City/State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Degree Earned \_\_\_\_\_ Date Received \_\_\_\_\_

Major \_\_\_\_\_

Focus Area \_\_\_\_\_

Graduate GPA \_\_\_\_\_

Research Topic \_\_\_\_\_

\_\_\_\_\_

Thesis, Published Articles, Research Papers, Honors \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Campus Activities/Organizations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE**

Organization Name \_\_\_\_\_

City/State \_\_\_\_\_ Dates Employed \_\_\_\_\_

Reason for Change \_\_\_\_\_

Position Held \_\_\_\_\_

Training Programs Attended \_\_\_\_\_

\_\_\_\_\_

Responsibilities, Achievements, Skills Learned or Used \_\_\_\_\_

\_\_\_\_\_

Organization Name \_\_\_\_\_

City/State \_\_\_\_\_ Dates Employed \_\_\_\_\_

Reason for Change \_\_\_\_\_

Position Held \_\_\_\_\_

Training Programs Attended \_\_\_\_\_

\_\_\_\_\_

Responsibilities, Achievements, Skills Learned or Used \_\_\_\_\_

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Organization Name \_\_\_\_\_

City/State \_\_\_\_\_ Dates Employed \_\_\_\_\_

Reason for Change \_\_\_\_\_

Position Held \_\_\_\_\_

Training Programs Attended \_\_\_\_\_

Responsibilities, Achievements, Skills Learned or Used \_\_\_\_\_

Organization Name \_\_\_\_\_

City/State \_\_\_\_\_ Dates Employed \_\_\_\_\_

Reason for Change \_\_\_\_\_

Position Held \_\_\_\_\_

Training Programs Attended \_\_\_\_\_

Responsibilities, Achievements, Skills Learned or Used \_\_\_\_\_

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**LICENSES/CERTIFICATIONS**

\_\_\_\_\_  
\_\_\_\_\_

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**COMPUTER SKILLS**

Hardware Knowledge \_\_\_\_\_

Languages \_\_\_\_\_

Software Proficiencies \_\_\_\_\_

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**FOREIGN LANGUAGES**

Written/Reading Knowledge \_\_\_\_\_

Spoken Proficiencies \_\_\_\_\_

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**RELATED VOLUNTEER/COMMUNITY SERVICE EXPERIENCE**

Organization \_\_\_\_\_ Dates Actively Involved \_\_\_\_\_

Purpose of Group \_\_\_\_\_ Size of Group \_\_\_\_\_

Leadership Positions Held \_\_\_\_\_

Projects/Jobs Completed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Organization \_\_\_\_\_ Dates Actively Involved \_\_\_\_\_

Purpose of Group \_\_\_\_\_ Size of Group \_\_\_\_\_

Leadership Positions Held \_\_\_\_\_

Projects/Jobs Completed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**OTHER RELATED SPECIAL SKILLS OR EXPERIENCES**

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\_\_\_\_\_

\_\_\_\_\_

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**RELATED HOBBIES OR RECREATIONAL INTERESTS**

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\_\_\_\_\_

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**PROFESSIONAL ORGANIZATIONS**

\_\_\_\_\_

\_\_\_\_\_

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**PROFESSIONAL REFERENCES**

Name \_\_\_\_\_ Position Title \_\_\_\_\_

Business Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Name \_\_\_\_\_ Position Title \_\_\_\_\_

Business Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Name \_\_\_\_\_ Position Title \_\_\_\_\_

Business Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_