

Resume Worksheet

Name

Address

Telephone, E-mail

OBJECTIVE: _____

EDUCATION:

Name of school, City, State

Year: Anticipated Graduation Date

Name of Program or degree earned

Related Coursework: (Be sure to use language an employer would understand)

- _____
- _____
- _____

SKILLS:

- _____
- _____
- _____
- _____

WORK EXPERIENCE:

Job Title

Company, City, State

Dates of Employment

Duties/Responsibilities

- _____
- _____
- _____

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- _____
- _____

Resume Checklist

First Glance

- Original look versus template look
- Clear sections and ample white space – easy to read
- Professional look
- Qualifications summary or skill set
- Appropriate length, given career level and objective

Appearance

- Presentation
- Appropriate use of font, spacing and other design elements (bullets, bolding, and lines)
- Balance between text and white space
- Margins and use of tabs
- Consistency (fonts, spacing, etc.)
- Identifying information on pages beyond the first
- Appropriate page breaks when needed

Resume Sections

- Clearly labeled
- Methodically placed to highlight the applicant's stronger credentials
- Work history listed in reverse chronological order

Career Goal

- Objective or qualifications summary
- Targeted to a specific career goal
- If career change, the objective is clearly stated, with supportive details showing how past experience is relevant to the new goal

Accomplishments

- Solid list of career accomplishments
- Accomplishments quantified by using numbers, percentages, dollar amounts, or other concrete measures of success
- Statements of accomplishments start with strong, varied action verbs
- Accomplishments separated from responsibilities

Relevance

- Information relevant to the hiring managers' needs
- Resume's content supports the career goal
- Keyword-rich, packed with appropriate industry specific language
- Applicable additional information such as awards and affiliations
- Personal information unrelated to the job omitted, e.g., marital status, age and nationality

Writing Style

- No personal pronouns, such as "I", "me" and "my" avoided (first person voice is implied)
- Content flow logical and easy to understand
- No careless typos or spelling, grammar or syntax errors