

# RESUME WORKSHEET

(Use this worksheet to brainstorm ideas in the gathering of appropriate relevant information to construct your resume and in conjunction with the Resume Check-Off List)

## CONTACT INFORMATION:

*(Recommended that you keep at the top of your resume; have a professional phone message and email)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State: \_\_\_\_\_ Email: \_\_\_\_\_

LinkedIn (optional): \_\_\_\_\_

## GOAL/OBJECTIVE (OPTIONAL):

*(i.e., "Seeking a paid computer science summer internship"; "A challenging entry-level marketing position that allows me to contribute my skills and experience in fund-raising for nonprofit organizations")*

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## SUMMARY OF QUALIFICATIONS (OPTIONAL):

*(Market yourself for position you are seeking; provide a list of your skills, abilities, competencies, trainings, etc. that you want the employer to know about you; i.e., "Well organized and focused in coordinating projects"; "Strong interpersonal, written and oral communications skills")*

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## EDUCATION:

*(List all degree and certificate programs that you have completed or that are in progress. Start with your most recent education first)*

School: \_\_\_\_\_ City, State: \_\_\_\_\_

Degree & Major: \_\_\_\_\_ Email: \_\_\_\_\_

Minor: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

GPA (Optional 3.0 or higher): \_\_\_\_\_ (Month/Year)

Study Abroad Experience: \_\_\_\_\_

Special Recognition *(Dean's list, awards, honors, or other recognition you may have received)*

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Relevant Coursework *(classes, projects, papers, etc.)*

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**EXPERIENCE:**

*(Related work, internships, volunteer/community service. Most recent experience first. Describe your job duties, responsibilities and accomplishments with action verbs)*

Employer/Organization \_\_\_\_\_

City, State \_\_\_\_\_

Dates (Start Month/Year): \_\_\_\_\_ End (Month/Year): \_\_\_\_\_

Position/Title: \_\_\_\_\_

Job Duties, Responsibilities & Accomplishments Descriptions *(start with action verbs)*:

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Employer/Organization \_\_\_\_\_

City, State \_\_\_\_\_

Dates (Start Month/Year): \_\_\_\_\_ End (Month/Year): \_\_\_\_\_

Position/Title: \_\_\_\_\_

Job Duties, Responsibilities & Accomplishments Descriptions *(start with action verbs)*:

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Employer/Organization \_\_\_\_\_

City, State \_\_\_\_\_

Dates (Start Month/Year): \_\_\_\_\_ End (Month/Year): \_\_\_\_\_

Position/Title: \_\_\_\_\_

Job Duties, Responsibilities & Accomplishments Descriptions *(start with action verbs)*:

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**ACTIVITIES AND INTERESTS:**

*(Emphasize activities and interests that show leadership, initiative and/or pertain to your career interest; i.e., student organizations, professional associations, projects; include dates of membership, positions held, skills and abilities utilized)*

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**SKILLS AND ABILITIES**

*(List proficiency in areas not outlined in your academic or experience sections. Include foreign languages, (note level of fluency), computer/technology skills, career/field related skills; i.e., techniques; use of specific instruments, etc.)*

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