

Build Your Resume & Prepare for Job Applications

Looking to make your first resume or rebuild your resume from scratch? These worksheets will help you organize your information to help you create a thorough resume and apply for jobs online or in person.

PART I: Personal Inventory

Record your contact information, interests, and skills.

Name

First _____ Middle Initial _____ Last _____

Address

Street _____ Apartment Number _____

City _____ State _____ Zip _____

Telephone

(_____) _____

E-mail Address

Desired Position

What kinds of jobs are you looking for?

Self-Summary

What are your skills and how can those benefit a company? *e.g. Dedicated home healthcare aide with X years of experience in geriatric care.*

Skills

List relevant skills, such as customer service, switchboard operation, language skills, equipment operation, ServSafe certification, etc.

PART II: Employment

List your most recent jobs first. Leave out positions that aren't relevant or positions that were very short-term. Start with your most recent position and work backwards to make a standard resume.

Company Name _____ City/State _____

Your Title

Pay Rate _____ hourly / salary Employed from _____ to _____

Supervisor Name & Phone #

Responsibilities:

Accomplishments & Awards:

Company Name _____ City/State _____

Your Title

Pay Rate _____ hourly / salary Employed from _____ to _____

Supervisor Name & Phone #

Responsibilities:

Accomplishments & Awards:

Company Name _____ City/State _____

Your Title

Pay Rate _____ hourly / salary

Employed from _____ to _____

Supervisor Name & Phone #

Responsibilities:

Accomplishments & Awards:

PART III: Education

List whatever education you've completed. For college/university, you can list a partially completed degree.

College

Location (City, State, Country)

Degree _____ Years Attended _____

Major/Minor _____ GPA _____

Relevant Coursework/Extracurriculars

Trade / Vocational School

Location (City, State, Country)

Certificate Received

Other Certification _____ Year Completed _____

Other Certification _____ Year Completed _____

High School _____ Diploma Received? YES / NO

Location (City, State, Country)

High School Equivalency Test Taken: GED / HiSET / TASC

Location (City, State, Country)

Community Involvement/Volunteer Work

PART IV: Military Service (Optional)

List service on resume (honorable discharges only).

Branch _____ Dates Served *From* _____ *To*

Special Skills/Training

PART V: Considerations for Less Experienced Applicants (Optional)

Consider experience and skills developed in these areas:

- Professional: part-time or campus jobs, summer positions, internships
- Academic: class projects, research opportunities, study abroad, classes
- Campus: student organizations, leadership roles, athletics
- Personal: Scouts, religious groups, volunteer positions
- Awards and Recognition: academic, athletic, service, leadership, certifications
- Other achievements: anything else you are proud of

PART V: References

Professional References *Current or past co-workers, supervisors, managers, etc. from previous paid or unpaid positions. Make sure to ask each reference for permission to include them!*

Name _____ Title

Company Name & Address

Telephone

(_____)_____

Email

—

Name _____ Title

Company Name & Address

Telephone

(_____)_____

Email

—

Name _____ Title

Company Name & Address

Telephone

(_____)_____

Email

—

Personal References *Religious organization members (pastors, rabbis, imams), Community organization members (fellow block organizers, social/professional groups), teachers, etc. Make sure to ask each reference for permission to include them!*

Name _____ Title

Company Name & Address

Telephone

(_____)_____

Email

—

Name _____ Title

Company Name & Address

Telephone

(_____)_____

Email

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