



Ready Reference E-9 Résumé Worksheet

Resume Kickstarter

This worksheet is designed to help you focus on the content of your resume and to assist you in organizing your thoughts. Use it to identify your skills and qualifications. Once you have completed this worksheet, then you can decide on the format for your resume.

Identifying Information (NO ABBREVIATIONS)

Complete the following information.

Current Address:

Name: _____

Address: _____
(street and number, city, state, and zip code)

Phone: _____
(Be sure to give area code.)

Email Address: _____
(Use your OSU email)

Permanent Address:

Name: _____

Address: _____
(street and number, city, state, and zip code)

Phone: _____
(Be sure to give area code.)

Job Objective

Remember to keep it brief. Be as SPECIFIC as you can when developing this objective; try to tailor each resume to the position.

Education (Only include high school information if you are a freshman)

Undergraduate Degree

(Name of university)

(City & State of University)

(Degree)

(Expected Date of Graduation)

(Major) (Minor(s))

(Overall GPA)

(Major GPA)

If you have previously attended other educational institutions, be sure to include this information using the same format as above. GPA's from these institutions should only be listed if they are a 3.0 or better.

Explanation of other Certifications, Degrees, etc.

Experience

You should list your work experiences with the most recent first. Remember, unpaid experiences related to your field can be as valuable as those you receive \$\$ for! You can list more than two employers, but be sure they provide related experience or skills.

Organization Name #1: _____ Location of Company #1: _____

Position #1: _____ Dates: _____
(Month/Year) (Month/Year)

Description of Accomplishments or Skills: _____

Special Accomplishments: _____

Organization Name #2: _____ Location of Company #2: _____

Position #2: _____ Dates: _____
(Month/Year) (Month/Year)

Description of Accomplishments or Skills: _____

Special Accomplishments: _____

Honors & Awards

Leadership & Activities

Special Skills

Relevant Class Projects (Use only if you have space and if you have little or no work experience)
