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|  | Resume Brainstorming Worksheet |

# CONTACT

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

Phone \_\_\_\_\_\_\_\_\_\_Email

LinkedIn/Portfolio URL

# OBJECTIVE OR SUMMARY

A brief statement of the position you are applying for and/or your relevant skills(not always necessary).

# EDUCATION

List all colleges and universities. No need to include high school. Do not abbreviate.

**School** City, State

Degree Graduation Date

Major(s)/Minor(s) GPA

# CERTIFICATIONS & LICENSURES

Examples include: CPR/First Aid, EMT, Teaching, etc.

Certificate/License Dates -

# HONORS & AWARDS

Include name of honor/award, date received & name of organization giving award.

Honor/Award Date Received

Honor/Award Date Received

**Skills (Languages, computer programs, research/lab techniques)**

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**Experience**

Describe all experiences including: full-time and part-time jobs, internships, volunteer work, leadership roles, class/personal projects, research, etc. When writing your accomplishment statements, use action verbs to describe your skills and activities; **quantify** when possible. See the Career Manual for a list of action verbs/skill sets.

**Position/Title** Dates -

Employer/Company City, State

Accomplishments & Skills

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**Position/Title** Dates -

Employer/Company City, State

Accomplishments & Skills

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**Position/Title** Dates -

Employer/Company City, State

Accomplishments & Skills

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# Professional Associations/Extracurricular Activities

May include sports, clubs, student organizations, and professional associations. Include length of membership. Organization Dates -