



## Résumé Brainstorming Worksheet

This worksheet is intended to help you get as much information about your education, experiences, and skills on to paper in an effort to assist you in formulating your résumé. Use an additional piece of paper if needed.

### **Personal Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

LinkedIn/Portfolio URL \_\_\_\_\_

### **Objective**

A brief statement of the position you are applying for and/or your relevant skills.

\_\_\_\_\_  
\_\_\_\_\_

### **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**

Include languages, computer programs, research/lab techniques, etc.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Position/Title** \_\_\_\_\_ **Dates** \_\_\_\_\_ - \_\_\_\_\_

Employer/Company \_\_\_\_\_ City, State \_\_\_\_\_

Accomplishments & Skills

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Position/Title** \_\_\_\_\_ **Dates** \_\_\_\_\_ - \_\_\_\_\_

Employer/Company \_\_\_\_\_ City, State \_\_\_\_\_

Accomplishments & Skills

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Professional Associations/Extracurricular Activities**

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

Organization \_\_\_\_\_ **Dates** \_\_\_\_\_ - \_\_\_\_\_

Organization \_\_\_\_\_ **Dates** \_\_\_\_\_ - \_\_\_\_\_