

# RESUME WORKSHEET – What Should I Include On My Resume?

**IDENTIFICATION** Include your contact information: Name, mailing address, phone and email.

(Name) \_\_\_\_\_

(Street Address) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_, (Zip) \_\_\_\_\_ - \_\_\_\_\_

(Home Phone) (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Cell Phone) (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

(Email) \_\_\_\_\_ @ \_\_\_\_\_

**OBJECTIVE** Provide a brief statement of the type of position you are seeking. You will change this statement to fit each position you are seeking. Use the job description for clues. The remainder of your resume must support your career objective in some way. See job objective examples below:

**Poor** A position which allows me to use my skills and experience.

**Better** Seeking a part-time lab tech position utilizing interests in chemistry and biology.

**EDUCATION** List any education you have had **SINCE** high school, in reverse chronological order (most recent first). Do not include any high school entries once you are in college. Do not list other colleges attended, unless a degree was completed. Supply the following information:

1. Name of School; City, State . . . . . *Indiana University Southeast New Albany, IN*
2. Degree . . . . . *Bachelor of Arts OR Sciences (Look yours up!)*
3. Major and Minor . . . . . *Chemistry Major, Biology Minor*
4. GPA (if above 3.0) . . . . . *GPA 3.4*
5. Expected graduation date (or class standing) . . . . . *Degree to be completed May 2011*
6. Relevant course work . . . . . *(List courses only if they are relevant to the position for which you are applying. Remember you want to offer support for your job objective.)*
7. Campus Involvement . . . . . *Include your membership in campus clubs and organizations. Be sure and include offices held and leadership roles.*
8. Honors . . . . . *Dean's List (three semesters), Art Scholarship recipient.*

1. \_\_\_\_\_ (City, State) \_\_\_\_\_, \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

**INTERNSHIP and WORK EXPERIENCE** (This includes places you've worked, dates of employment, job duties and accomplishments since high school. You may want to separate your work experiences into different sections; for example, you may have "Internship Experience" listed separately to draw special attention to your relevant work history and list other positions under the heading "Work Experience". To see samples visit our web site at [www.ius.edu/CareerServices](http://www.ius.edu/CareerServices). List your work experience in reverse chronological order (most recent first). Attempt to select skills and duties that **directly relate** to the position you are seeking. Supply the following information:

<i>Place of Employment; City, State . . . . .</i>	<i>Target</i>	Clarksville, IN
<i>Your Job Title &amp; Dates Position Held . . . . .</i>	<i>Sales Associate</i>	May 2007 – June 2009

(INTERNSHIP and WORK EXPERIENCE continued...)

List of Duties and Skills using Action Verbs, for example:

- Created a safe and supportive atmosphere
- Maintained highly accurate database for Marketing Department
- Supervised clerical staff of 12 regarding all administrative activities
- Planned and organized special events: concerts, dinners, receptions

Use short phrases, not paragraphs -- may want to use bullet points.

Quantify whenever possible. (*less than ten spell out, 10 and above use numbers*)

See our web site for link to list of action words: <http://www.ius.edu/careerservices/pdf/ActionVerbList.pdf>

Honors and Awards . . . . . Named Employee of the Month three times

(Employer) \_\_\_\_\_

(Location) \_\_\_\_\_

(Job Title) \_\_\_\_\_

(Dates employed) \_\_\_\_\_

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

(Employer) \_\_\_\_\_

(Location) \_\_\_\_\_

(Job Title) \_\_\_\_\_

(Dates employed) \_\_\_\_\_

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

(Employer) \_\_\_\_\_

(Location) \_\_\_\_\_

(Job Title) \_\_\_\_\_

(Dates employed) \_\_\_\_\_

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

**COMPUTER/TECHNICALSKILLS**

List all the software programs you know and your skill level.

**REFERENCES**

For this section, simply use a phrase such as "Available upon request." Then, on a SEPARATE sheet of paper, list at least three people who know you well and who are willing to be positive references for you. *Ask their permission*, and give each of them a copy of your resume as a courtesy. Tell them what kinds of positions you are seeking. If possible, include at least one professional reference (someone who knows about your work habits), at least one education reference (someone who knows about your educational abilities), and at least one personal reference (someone who knows you as a member of the community and can vouch for your character). Be certain that you use the same heading (your name and contact information) on your reference sheet as was used on your resume.

See our web site for sample reference sheet:

[http://www.ius.edu/careerservices/article/Resumes\\_and\\_Letters#referencelist](http://www.ius.edu/careerservices/article/Resumes_and_Letters#referencelist)

**REFERENCES**

Available upon request

NOTE: Additional sections which could be included on the resume: Leadership and Community Service, Volunteer Activities, Relevant Skills/Strengths