

## Resume Worksheet

**Step 1:** Identify your personal skills and accomplishments.

### Personal Skills — Who are you? (circle the traits that you have)

I am ...

Accurate	Disciplined	Logical
Adaptable	Discreet	Loyal
Appreciative	Efficient	Mature
Articulate	Empathetic	Methodical
Artistic	Energetic	Motivated
Assertive	Enterprising	Multicultural
Bilingual	Enthusiastic	Observant
Bottom line-oriented	Ethical	Open-minded
Calm	Familiar with common	Organized
Comfortable being	Internet tasks	Patient
taught new things	Firm	Perceptive
Comfortable using	Flexible	Persistent
common office software	Friendly	Personable
with little training	Goal-oriented	Persuasive
Communicate well	Good at making	Pleasant
Competent	decisions	Polite
Competitive	Good at organizing and	Positive
Concise	starting projects	Productive
Confident	Good at time	Reliable
Conscientious	management	Resourceful
Considerate	Hardworking	Respect others
Consistent	Helpful	Result-oriented
Cooperative	Honest	Self-reliant
Creative	Imaginative	Sincere
Culturally sensitive	Independent	Successful
Customer-oriented	Industrious	Tactful
Decisive	Innovative	Thorough
Dedicated	Inquisitive	Trustworthy
Dependable	Instinctive	Versatile
Detail-minded	Internet savvy	Willing to ask questions
Determined	Kind	Willing to do extra tasks
Diplomatic	Lead others	Work as part of a team

*"Making your mark on the world is hard. If it were easy, everybody would do it. But it's not. It takes patience, it takes commitment, and it comes with plenty of failure along the way. The real test is not whether you avoid this failure, because you won't. It's whether you let it harden or shame you into inaction, or whether you learn from it; whether you choose to persevere."*

~President Barack Obama

## Resume Worksheet

### Personal Skills — What can you do? (circle the things you have done)

#### I can ...

- |  |  |
|--|--|
| Ask appropriate questions                    | Set priorities for myself                    |
| Be polite when talking to people             | Show up on time                              |
| Careful when following directions            | Solve complex problems                       |
| Come up with multiple solutions to a problem | Speak appropriately in professional settings |
| Complete projects on my own                  | Speak multiple languages                     |
| Complete projects on time                    | Start and complete tasks without direction   |
| Complete projects within a budget            | Stay calm under pressure                     |
| Delegate to others                           | Stay motivated when work is not interesting  |
| Do basic math in my head                     | Take criticism                               |
| Fill out forms and reports correctly         | Take initiative                              |
| Focus on tasks during distractions           | Talk to people who are not like me           |
| Follow directions                            | Think clearly under pressure                 |
| Follow rules and policies                    | Train others                                 |
| Follow through, complete tasks               | Treat coworkers with respect                 |
| Get along well with people                   | Use active listening skills                  |
| Give work directions to others               | Use good judgment                            |
| Keep confidential information                | Use math skills during a project             |
| Keep to a schedule                           | Use my analytical skills                     |
| Make plans                                   | Work in noisy or busy environment            |
| Manage multiple priorities                   | Work on more than one project at a time      |
| Multitask                                    | Work quickly and accurately                  |
| Navigate the Internet for business use       | Work with different types of people          |
| Operate basic office computers               | Write business e-mails and documents         |
| React well to change                         | Write using proper grammar                   |
| Remember details                             |  |
| Research, find sources of information        |  |
| Send well-written e-mails                    |  |

### Examples of Accomplishments

*List accomplishments similar to these or other achievements and awards you've received at school, or at work or volunteer positions on the worksheet beginning on the next page.*

- Awarded Certificate of Excellence for outstanding work performance.
- Commended by management on numerous occasions for quality and consistency of my performance.
- Coordinated and communicated well with clientele and management at all levels.
- Effectively prioritized and organized additional projects during company restructuring.
- Honored with Employee of the Month 4 times in 12 month period.
- Organized and implemented an efficient work flow system that resulted in significant cost savings.
- Researched and found most cost effective supplier which resulted in 40% savings.

## Resume Worksheet

**Step 2:** Fill in as much information in this worksheet as possible. If you need help, or can't remember details, talk to your past coworkers, friends or a career adviser. You will use this worksheet to create your resume and reference sheet.

### A. YOUR CONTACT INFORMATION

**Name** (as it will appear on the top of your resume):

\_\_\_\_\_

**Street Address:**

\_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Phone Number** (for employers to call you): (\_\_\_\_\_) \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Online Presence** (if you have a Web site, blog or social media profile(s) that show your professional skills, list 1 or 2 URLs on your resume):

\_\_\_\_\_

\_\_\_\_\_

### B. CAREER STATEMENT

*A Career Statement is a 1 or 2 sentence summary of your career direction and what you want to bring to an employer.*

**Sample A:** *Experienced administrative assistant with five years in the banking industry looking for an opportunity to use my bilingual skills for a financial company.*

**Sample B:** *Creative self-starter who uses organizational and sales skills to help companies attract new customers.*

**Your Career Statement:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Resume Worksheet

### C. PRESENTING YOURSELF

*Review both personal skills lists on pages 1-2 (Who are you? and What can you do?). In complete sentences or phrases, write down your 10 personal skills that employers should know about:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### D. PRESENTING YOUR ACCOMPLISHMENTS

*Review the accomplishments on the bottom of page 2. Write down 3-5 of your accomplishments, awards or special recognitions.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

*It's never too late to be what you might have been. ~George Eliot*

## Resume Worksheet

### E. WORK HISTORY

*Write down the jobs, skills, and/or achievements relevant to your past positions. Beginning with your most recent, list your jobs for the last 5 – 10 years, including volunteer experience related to your career goals. If you have more than 5 jobs, use an additional separate sheet of paper.*

#### 1. Most Recent Employer

Company Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Employed from (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Your Position/Title(s): \_\_\_\_\_

Your Tasks:

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

#### 2. Previous Employer

Company Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Employed from (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Your Position/Title(s): \_\_\_\_\_

Your Tasks:

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

## Resume Worksheet

➤ \_\_\_\_\_

### 3. Previous Employer

Company Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Employed from (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Your Position/Title(s): \_\_\_\_\_

Your Tasks:

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

### 4. Previous Employer

Company Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Employed from (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Your Position/Title(s): \_\_\_\_\_

Your Tasks:

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

## Resume Worksheet

### 5. Previous Employer

Company Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Employed from (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Your Position/Title(s): \_\_\_\_\_

Your Tasks:

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

*List all education you've had after high school, including employer-sponsored trainings or certifications, continuing education classes related to your career, and all college experience.*

### F. Education & Job Training

1. Name of School: \_\_\_\_\_

City/State: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

Date of Graduation (or Dates of Attendance) \_\_\_\_\_

Program, Major, or Relevant Coursework:  
\_\_\_\_\_

2. Name of School: \_\_\_\_\_

City/State: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

Date of Graduation (or Dates of Attendance) \_\_\_\_\_

Program, Major, or Relevant Coursework:  
\_\_\_\_\_

## Resume Worksheet

3. Name of School: \_\_\_\_\_

City/State: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

Date of Graduation (or Dates of Attendance) \_\_\_\_\_

Program, Major, or Relevant Coursework:  
\_\_\_\_\_

4. Name of School: \_\_\_\_\_

City/State: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

Date of Graduation (or Dates of Attendance) \_\_\_\_\_

Program, Major, or Relevant Coursework:  
\_\_\_\_\_

### G. Military Background

Branch: \_\_\_\_\_ Year(s): \_\_\_\_\_

Specialties/Duties:  
\_\_\_\_\_  
\_\_\_\_\_

Branch: \_\_\_\_\_ Year(s): \_\_\_\_\_

Specialties/Duties:  
\_\_\_\_\_  
\_\_\_\_\_

## Resume Worksheet

### H. Volunteer Experience

*List all long-term and short-term volunteer activities and community service that are related to your career or show leadership skills.*

Name of Agency: \_\_\_\_\_

City/State: \_\_\_\_\_ Year(s): \_\_\_\_\_

Position title or Activity: \_\_\_\_\_

Skills Used/Duties: \_\_\_\_\_

\_\_\_\_\_

Name of Agency: \_\_\_\_\_

City/State: \_\_\_\_\_ Year(s): \_\_\_\_\_

Position title or Activity: \_\_\_\_\_

Skills Used/Duties: \_\_\_\_\_

\_\_\_\_\_

Name of Agency: \_\_\_\_\_

City/State: \_\_\_\_\_ Year(s): \_\_\_\_\_

Position title or Activity: \_\_\_\_\_

Skills Used/Duties: \_\_\_\_\_

\_\_\_\_\_

## Resume Worksheet

### REFERENCES

*List people who are able to speak positively about your work habits, skills and knowledge, and your personality. References can include past supervisors, coworkers, classmates, teachers or community leaders. Make sure each of your references knows that employers might be calling to ask questions about you.*

1. Name of Reference:

\_\_\_\_\_

Their Job Title / Their Company Name:

\_\_\_\_\_

Professional Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

Their Phone Number :

\_\_\_\_\_

Their E-Mail: \_\_\_\_\_

2. Name of Reference:

\_\_\_\_\_

Their Job Title / Their Company Name:

\_\_\_\_\_

Professional Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

Their Phone Number:

\_\_\_\_\_

Their E-Mail: \_\_\_\_\_

3. Name of Reference:

\_\_\_\_\_

Their Job Title / Their Company Name:

\_\_\_\_\_

Professional Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

Their Phone Number :

\_\_\_\_\_

Their E-Mail: \_\_\_\_\_