

Resume Planning Worksheet - Traditional Resume

Identifying information:

first name, middle initial, last name

current address, telephone number, e-mail address

permanent address, telephone number, e-mail address

OBJECTIVE

A (An) x position utilizing my x, y, and z skills OR A position in x that would benefit from my x and y experience

EDUCATION

college, city, state

degree, month, year to be received

major(s), minor(s), concentration(s)

grade point average (if above a 3.0)

related course work (maximum of 6 classes; only if applicable to objective)

EXPERIENCE (volunteer or paid. List most recent experience first.)

title, name of organization, city, state, and dates of employment

leading with an action verb, describe what you did at the organization

describe another responsibility or duty

describe another responsibility or duty

describe another responsibility or duty

(over)

title, name of organization, city, state, and dates of employment

leading with an action verb, describe what you did at the organization

describe another responsibility or duty

describe another responsibility or duty

title, name of organization, city, state, and dates of employment

leading with an action verb, describe what you did at the organization

describe another responsibility or duty

describe another responsibility or duty

SKILLS (specify computer languages or special skills, including working knowledge, proficiency, or fluency in languages other than English)

ACTIVITIES (list leadership positions, memberships or affiliations)

name of organization, title or position (if applicable)

name of organization, title or position (if applicable)

name of organization, title or position (if applicable)

HONORS AND AWARDS (if listing awards, tell the employer what the award was for)

name of honor or award, date received

name of honor or award, date received

name of honor or award, date received

REFERENCES Available upon request