

Resume Outline Worksheet:

1. Heading

Your name should be noticed first. If you have a school and permanent address, list both. Do not include an email address that is unprofessional, ex: 'partyanimal@yahoo.com.' Instead, use your campus email, or set up an account specifically for your job search.

Name _____

Address _____

Phone # _____

Email _____

LinkedIn or Portfolio Link _____

2. Summary of Qualifications/Profile – or - Objective

A Summary or Profile is a list of bullets highlighting your skills and experience. If you choose to put an objective, make it brief, concise & specific to the job you are applying for. Avoid generic objectives.

3. Education

Degree earned, major, college, year graduated (or expected graduation date)

_____, _____ Brevard College, Brevard, NC _____
(degree, major) (date)

If you attended other colleges, you may list those as well. Omit high school information.

If you have an outstanding GPA (over 3.0), you may put it on your resume; can also note 'Deans List', or put that under 'Honors' section.

You can also showcase your hard work during college, by listing projects, presentations or thesis paper(s) if related to the job you are applying for. *This can also go under 'Related Coursework' if you choose to have that section:*

Presentation, Thesis, or Project Title: _____

Location /conference where presented: _____ Date: _____

4. Related Coursework (optional)

If you do not have a lot of experience in the field you are applying, list the classes completed that are related to the specific job. This section is not necessary if you have work experience in this field, but can strengthen the resume if you need it. Can also include projects, papers, presentations, & research here if those are not listed under another resume category.

5. Experience

Jobs (part-time and full-time), internships, volunteer work, work study, research, projects, and any experience relevant to the job you are applying for. List most recent experience first, and then work backwards. You can divide this into 2 sections if you choose: **Related Experience** and **Other Experience**.

For all jobs, focus on TRANSFERABLE SKILLS. Use ACTION VERBS to describe your work activities. Include dates, job tasks performed, and activities that sell you to a potential employer. Focus on responsibilities, skills, leadership & promotions. Quantify achievements if you can. *Use past tense for past jobs, present tense for current job(s).*

Job/Internship Title: _____

Business or Organization Name: _____

City, State _____ Month & yr. started—Mo.& yr. ended _____

Tasks Performed (typically listed as bullet points):

Job Title: _____

Business or Organization Name: _____

City, State _____ Month & yr. started—Mo.& yr. ended _____

Tasks Performed (typically listed as bullet points):

Job Title: _____

Business or Organization Name: _____

City, State _____ Month & yr. started—Mo.& yr. ended _____

Tasks Performed (typically listed as bullet points):

6. Skills

Computer skills (you may list as “proficient in” or “working knowledge of”), foreign languages, certifications, specialized equipment or tools, other relevant skills

7. Honors

Academic honors or career related awards

8. Activities

Professional affiliations, clubs, organizations, service & volunteer experiences, athletics. If you are in a leadership position, please note that. If you do not have anything to list here, Get Involved Now! Campus and community organizations welcome your participation.

9. References

Your references will be listed on A SEPARATE PAGE, not on your resume.

Format: The reference page will have the same heading as your resume (see #1) and then will have heading, References:

List 3-4 references specific to the job you are applying for. These can include former employers, supervisors, professors, etc. ASK REFERENCES FIRST before listing them. Confirm they can provide a POSITIVE reference, and ask what contact information they prefer listed.

Name: _____

Title: _____

Address: _____

Phone number (confirm with reference) _____

Email (confirm with reference) _____

Name: _____

Title: _____

Address: _____

Phone number (confirm with reference) _____

Email (confirm with reference) _____

Name: _____

Title: _____

Address: _____

Phone number (confirm with reference) _____

Email (confirm with reference) _____

Other Tips:

1. Think about what is related to job you are applying for- that is most important. You may have several versions of your resume depending on the job you seek.
2. Resume headings should be listed most important – to - least important
3. The top 1/3 of your resume, page 1, should sell you.
4. Don't use headers & footers- these cannot be seen in some views and potential employers might miss this information. Put your headings and page numbers within the text.
5. Templates limit you- use Word document instead, and email as PDF when possible.
6. It's better to start with too much information, then whittle it down.
7. EACH resume needs to be submitted with a cover letter!