

Resume Prep Sheet

Step 1: Personal Profile

Name	Address	Phone	Email
<input type="text"/>			

Step 2: Education

GPA

Honors Received/Specialty Coursework/Electives

<input type="text"/>
<input type="text"/>
<input type="text"/>

Step 3: Volunteer Experiences

List the organizations for which you volunteered and add details about your contributions, beginning each point with an action verb.

Position/Title	<input type="text"/>
Organization	<input type="text"/>
City/State	<input type="text" value="/"/>
Description of duties	<input type="text"/>

Position/Title	<input type="text"/>
Organization	<input type="text"/>
City/State	<input type="text" value="/"/>
Description of duties	<input type="text"/>

Step 4: Awards and Certificates

Name of Award	Date Received
<input type="text"/>	<input type="text" value="/date"/>
<input type="text"/>	<input type="text" value="/date"/>
<input type="text"/>	<input type="text" value="/date"/>

Step 5: Extracurricular

Arts & Crafts | Clubs & Organizations | Collecting | Community Service | General Interests | Recreation & Outdoors | Science & Computers | Sports

Description: Record how you are involved and what skills you have gained from the activity. For example, if you are the team captain or team manager, you may have great leadership skills.

Select Activity	Start Date & End Date	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

OPTIONAL

Career Objective

Create a **short statement** indicating what type of work you are looking for (full-time or part-time); the particular kind of position you want (cashier, lifeguard, etc.); and/or what you hope to achieve through the use of this resume tool.

- Sets the tone for your resume and clarifies the type of position you seek. This is a short statement indicating what type of work you are looking for (full-time or part-time); the particular kind of position you want (cashier, lifeguard, etc.); and what you hope to achieve.

To secure a customer service position with a dynamic and growing company where there is the opportunity for personal growth and professional development.

Work Experience

Work experience does not have to be paid. You can also include unpaid work, such as internships or co-op placements. List them in **reverse** chronological order.

Position/Title	<input type="text"/>
Employer	<input type="text"/>
City/State	<input type="text" value="/"/>
Description of duties	<input type="text"/>

Position/Title	<input type="text"/>
Employer	<input type="text"/>
City/State	<input type="text" value="/"/>
Description of duties	<input type="text"/>

Hobbies and Interests

Arts & Crafts | Collecting | Community Service | General Interests | Recreation & Outdoors | Science & Computers | Sports
You may include comments about your level of involvement with any of your selected hobbies or interests.

Select Hobby or Interest

Comments

	/
	/
	/

Skills and Abilities

- ❖ Attributes – quality, characteristic or trait
- ❖ Computer Skills – computer programs or certifications
- ❖ Language Skills – languages you speak beyond English

You may include comments about your level of achievement, ability, certification, award, etc...

Skill or Ability

Comments

	/
	/
	/

References

References are people that potential employers can contact to learn more about you and verify information on your resume. References are usually current or former employers, teachers, or people who have overseen extracurricular activities (*e.g. coaches, supervisors, etc.*). – NOT a family member. **Be sure to ask people before you list them as references!!**

Name	<input type="text"/>
Title	<input type="text"/>
Company/School	<input type="text"/>
Address	<input type="text"/>
City/State	<input type="text" value="/"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Name	<input type="text"/>
Title	<input type="text"/>
Company/School	<input type="text"/>
Address	<input type="text"/>
City/State	<input type="text" value="/"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Name	<input type="text"/>
Title	<input type="text"/>
Company/School	<input type="text"/>
Address	<input type="text"/>
City/State	<input type="text" value="/"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>