

Resume Worksheet

A guide for identifying the information you may want to include on your resume.



Choose Objective OR Qualification Statement, not both.

Objective

What type of position are you seeking?

Qualification Summary

What skills can you offer the employer?

Education

Tompkins Cortland Community College, Dryden, NY

Associate Degree in _____

Expected graduation date _____ Overall GPA: _____ (if above 3.0)

Honors and Awards: Dean's List, PTK Honor Society (include name of award and dates)

Certifications: First aid, lifeguard, CPR

Expertise: Languages, computer programs

Relevant coursework (Include three to six courses that relate to the position of interest.)

Experience - Work, Internships, Volunteer

Job Title

Company Name

City

State

Dates

Professional Skills- *For example: Verbal communication, writing skills, teamwork, strong work ethic, flexible and adaptable, computer skills, interpersonal skills, motivation and initiative, analytical skills, honesty and integrity, detail-oriented.*

Activities and Interests

(student organizations, community involvement, committees, music, sports, and the arts: Note any leadership roles.)
