

Hegi Family Career Development Center

Resume Kick Starter

This worksheet is designed to help you focus on the content of your resume and to assist you in organizing your thoughts. Use it to identify your skills and qualifications. Once you have completed this worksheet, then you can decide on the format for your resume.

Identifying Information (Don't use abbreviations!)

Current Address

Name: _____

Address: _____
(street and number, city, state, and zip code)

Home Phone: _____
(Be sure to give area code)

Email address: _____
(please use professional email address)

Job Objective:

Remember to keep it brief. Be as SPECIFIC as you can when developing this objective; try to tailor each resume to the position.

Education: (Only include your high school information if you are a freshman)

Undergraduate Degree

(Name of college or university)

(City and state university located in)

(Degree, credits or certification earned)

(Expected date of graduation)

(Major)

(Minor)

(Overall GPA)

(Major GPA)

If you have previously attended other educational institutions be sure to include this information using the same format as above. GPA's from these institutions should only be listed if they are a 3.0 or better.

Explanation of other Certifications, Degrees, etc.

Experience:

You should list your work experiences with the most recent first. Remember, unpaid experiences related to your field can be as valuable as those you receive \$\$ for! You can list more than two employers, but be sure they provide related experience or skills.

Organization Name #1: _____ Location of Company #1: _____
Position #1: _____ Dates: _____
(Month/Year) (Month/Year)

Description of Responsibilities, Accomplishments of Skills: _____

Special Accomplishments _____

Organization Name #2 _____ Location of Company #2 _____
Position # 2 _____ Dates: _____
(Month/Year) (Month/Year)

Description of Responsibilities, Accomplishments of Skills: _____

Special Accomplishments _____

Honors and Awards

Leadership activities (Both on and off campus are appropriate.)

Special Skills (such as computer skills, technical skills, skills that are unique to field, etc.)

Related Class Projects (Use only if you have space and if you have little or no work experience.)

Please visit our website for more detailed information to prepare your resume (i.e. resume samples, action verbs, resume check list, etc.):

http://www.smu.edu/career/careersmu/resume_guide/ccassistance.html