

Career Services

Virginia State University

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RESUME DEVELOPMENT WORKSHEET

Purpose of a resume:

To introduce you to an employer, sell your skills, and convince the employer to invite you to come in for a face-to-face interview. A winning resume is made of the elements that employers are most interested in seeing when reviewing a job applicant. These basic elements are the essential ingredients of a successful resume and become the actual sections of your resume. The most common resume formats are the chronological resume and the functional resume (includes an expanded work history section).

Fill in this worksheet to help you develop your resume.

Name: _____

Current Address: _____

Home Address: _____

Cellular Phone: _____

Home Telephone: _____

Email: _____

(Avoid goofy addresses: Example: lamaprincess@yahoo.com)

Job Objective Statement:

When seeking a particular career path, it is important to list a job objective or summary of qualifications on your resume. If you choose to use a job objective, try to keep it general, so as not to limit your opportunities. This statement helps employers know the direction in which you are heading. The objective is normally one sentence long and describes your employment goals clearly and concisely.

Examples of Job Objective Statements:

- To obtain an internship in the area of public relations within the healthcare community that would allow for the development of skills, while contributing to organizational goals
- Seeking an internship in a social service organization where knowledge of psychological principles and an interest in mental health issues will be an asset
- Entry-level position in banking which would utilize my finance, leadership and human relations experience

Objective: _____

Skills:

Skills are the anatomy, the “skeleton” of any job. You develop skills constantly. List any special abilities or talents (things you do well) you have that could be related to the job/position you are seeking. Any activity you improved with practice can be called a skill. This section of your resume is where you have the opportunity to demonstrate certain talents, abilities and experiences that are not necessarily a part of your educational or work experience. Common examples include fluency in a foreign language or knowledge of computer skills. Special skills can encompass a wide range of your talents – remember to be sure that whatever skills you list relate to the type of work you are seeking. Examples: analytical, team-oriented, strong interpersonal, excellent written and oral communication skills, leadership, etc.

Education:

(List highest degree first)

(Master’s, Bachelor’s, Associates, etc.)

College/University: _____ Location: _____
Degree: _____ Graduation Date: _____

Major: _____ Minor: _____
Degree: _____ GPA: _____

Community/Junior College: _____ Location: _____
Degree: _____ Graduation Date: _____
GPA: _____

Relevant Courses:

List individual courses in which you are currently enrolled or have earned academic credit that are directly related to your major and career goals.

Academic Projects/Papers/Research:

1. _____
2. _____
3. _____

Work Experience:

This element is the most important of all. It will provide the central focus of your resume. Write down the important (and pertinent) things you have done, but say it in as few words as possible. Short, concise phrases are more effective than longwinded sentences. Avoid the use of “I” when emphasizing your accomplishments. Instead, use phrases beginning with action verbs. A list of action verbs is attached to the back of this worksheet. Try to incorporate as many buzzwords as possible and use present tense for your current job and past tense for previous jobs.

The most common way to list your work experience is in *reverse chronological order*. In other words, start with your most recent employer and work your way backward.

Examples:

- Teach educational and recreational activities for 20 children, ages 5-10, in a preschool/daycare setting
- Observe and assess each child’s development
- Waited tables, acted as a host and developed strong interpersonal skills.

Most recent or present employer: _____ Job Title: _____
City: _____ State: _____
Dates (*Month & Year*) From: _____ To: _____

List your duties, responsibilities and accomplishments:

1. _____
2. _____
3. _____
4. _____
5. _____

Next employer: _____ Job Title: _____
City: _____ State: _____
Dates (*Month & Year*) From: _____ To: _____

List your duties, responsibilities and accomplishments:

1. _____
2. _____
3. _____
4. _____
5. _____

Next employer: _____ Job Title: _____
City: _____ State: _____
Dates (*Month & Year*) From: _____ To: _____

List your duties, responsibilities and accomplishments:

1. _____
2. _____
3. _____
4. _____
5. _____

Next employer: _____ Job Title: _____
City: _____ State: _____
Dates (*Month & Year*) From: _____ To: _____

List your duties, responsibilities and accomplishments:

1. _____
2. _____
3. _____
4. _____
5. _____

Honors/Awards:

In this section, list any awards or memberships in honorary societies that you have received. Usually these are of an academic nature but they can also be for special achievements regarding sports, clubs, or other college-related activities. Employers are always impressed by accomplishments and results that are often recognized in the form of honors and awards.

Honor: _____ Awarding Organization: _____
Date(s): _____

Honor: _____ Awarding Organization: _____
Date(s): _____

Honor: _____ Awarding Organization: _____
Date(s): _____

Activities and Memberships:

This section is very important to the employer as an indicator of your leadership, professional interests, contributions and social skills. Elaborate about organizations in which you are or were involved.

Name of Organization: _____
Office Held: _____
Dates: _____

Name of Organization: _____
Office Held: _____
Dates: _____

Name of Organization: _____
Office Held: _____
Dates: _____

Certificates and Licenses:

List certificates and licenses if the job you are seeking requires them. If you have applied for a license, but have not received it yet, use the phrase “application pending.”

Name of License: _____
Agency: _____ Date Issued: _____

Name of License: _____
Agency: _____ Date Issued: _____

Name of License: _____
Agency: _____ Date Issued: _____

Please Note:

You should not list references on your resume. Not listing them on your resume also enables you to change or vary the references. Most people use to write “References available upon request,” but this is no longer recommended. Write your reference list on a separate sheet and before you offer anyone’s name as a reference, make sure that you have that individual’s explicit permission to do so. If you would like to write a reference sheet, please request a sample format.