

Data Sheet for Updating Your Resume

It is important to keep your resume updated at all times because you never know when you might need it. Keeping your resume updated not only includes important reference information, but it will also organize and keep track of the duties you performed and impacts you made on a company or employer during your time there. A data sheet helps to keep this information in a chronological format so that it can be easily referenced. You can use the format that works best for you as long as it helps you to keep your information organized and easily accessible. See below for a useful template.

[Template]

Company Name

- Title of job #1 - dates
 - Key duties you did while you were there
 - Listed in bullet format
 - Be specific
 - Title of job #2 (if applicable) - dates
 - Key duties you did while you were there
 - Notable Accomplishments
 - List any awards or recognitions you received and the year
 - List any statistics on accomplishments you had while there
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Data Sheet [Example]

Wayne Community College:

- Computer Lab Technician, 2013-2014
 - Manage software updates and installations on 30 desktop computers
 - Perform various updates and scans of computers in preparation for use by classes
 - Troubleshoot concerns and issues with systems
 - Evaluate issues with equipment and/or software and make appropriate recommendations
- Office Assistant to the Marketing and Recruiting Specialist, Work Study, 2012-2013
 - Using Microsoft Excel to organize information for incoming students
 - Organizing recruitment materials and ordering new materials when necessary
 - Assembling information packets for potential students
 - Running errands as needed
- Awards and Recognitions
 - Selected as Wayne Community College Information Systems Technologies Student of the Year, 2012

Volunteer Experience

Wayne County Soup Kitchen

- Team Leader, 2012-2013
 - Organized the workers for food line and ensured that all procedures were met

Edgewood Developmental School

- Reading to students twice per week
- Volunteering in the front office

SAMPLE