

Use this Resume Assistance Worksheet to create a basic layout for your resume. Fill in all of the information as it applies to you. You may want to type the information in a document as you go instead of writing it out. When you come to your Career Services appointment, please bring this completed document with you. If you begin typing, you may bring the file with you on a flash drive or email it to jlharrell@waynecc.edu prior to your appointment.

Contact Information:

First and Last Name: _____

Address: _____

Phone number: _____

Professional Email Address: _____

Educational Experience (Most recent first)

Degree: _____

School/Institution: _____

Graduation Year: _____

Degree: _____

School/Institution: _____

Graduation Year: _____

Degree: _____

School/Institution: _____

Graduation Year: _____

Other Certifications

Certification: _____

Certifying Institution: _____

Year Received: _____

Certification: _____

Certifying Institution: _____

Year Received: _____

Certification: _____

Certifying Institution: _____

Year Received: _____

Professional Experience

Company: _____

Title: _____ Dates Employed: _____

Job Description: _____

What did you DO while at this position? *(Not just your job description – what impact did you make on this company/employer?)* _____

Company: _____

Title: _____ Dates Employed: _____

Job Description: _____

What did you DO while at this position? *(Not just your job description – what impact did you make on this company/employer?)* _____

Company: _____

Title: _____ Dates Employed: _____

Job Description: _____

What did you DO while at this position? *(Not just your job description – what impact did you make on this company/employer?)* _____

Community Service/Civic Involvement

Organization: _____ Title/Job: _____

Dates: _____

What did you do? _____

Community Service/Civic Involvement, Cont'd

Organization: _____ Title/Job: _____

Dates: _____

What did you do? _____

Organization: _____ Title/Job: _____

Dates: _____

What did you do? _____

Skills That You Possess

List any extra skills that you possess including computer skills or skills not listed in your work experience.

References

References should be professional as much as possible: Instructors, former/current employers, or leaders of volunteer organizations.

Name: _____ Company/Title: _____

How do they know you? _____

Their work address: _____

Work Phone: _____ Work Email: _____

Name: _____ Company/Title: _____

How do they know you? _____

Their work address: _____

Work Phone: _____ Work Email: _____

Name: _____ Company/Title: _____

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Their work address: _____

Work Phone: _____ Work Email: _____