

SBCC Career Center Resume Worksheet

Name: _____

Address: _____

City, State Zip Code: _____

(Area code) Phone number: _____

E-mail Address: _____

OBJECTIVE

The job title applying for; or, what you want to do and your skills that are relevant for the position and industry.

PROFESSIONAL QUALIFICATIONS

Strengths concisely stated to draw out top skills and abilities related to objective.

- _____
- _____
- _____
- _____

EDUCATION

Start with most recent college, listing all attended. Do not abbreviate.

School _____ **City, State** _____

Degree _____ **GPA** _____ **Graduation Date** _____

Coursework: (only if relevant to job you are applying for)

School _____ **City, State** _____

Degree _____ **GPA** _____ **Graduation Date** _____

Coursework: (only if relevant to job you are applying for)

EXPERIENCE

Start with most recent job. List all full-time and part-time jobs, internships, summer jobs, volunteer work, leadership activities, etc.

When preparing to write your responsibilities and accomplishments, keep the following in mind: List concise statements describing what you actually did on the "job". Use **action** verbs; describe your skills, activities and accomplishments, quantify when possible. Use present tense if you are still doing the job, past tense if not.

Job Title _____ **Dates** _____

Employer/Company, City, State

Responsibilities and Accomplishments:

- _____
- _____
- _____

Job Title _____ **Dates** _____

Employer/Company, City, State _____

Responsibilities and Accomplishments:

- _____
- _____
- _____

Job Title _____ **Dates** _____

Employer/Company, City, State

Responsibilities and Accomplishments:

- _____
- _____
- _____

OTHER POSSIBLE CATEGORIES: Honors & Awards; Languages; Computer Skills; Class Projects; Volunteer Work; Professional Associations; Extracurricular Activities (sports, clubs, student organizations)