

# DRAFT

**Instructions:** This worksheet will help you build a resume draft. Complete each section and format it like a resume. Be sure to save a copy to your files!

## NAME

Address ▪ City, State, Zip Code ▪ Phone ▪ Email

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**OBJECTIVE** – 2-3 sentences telling the hiring manager what skills, knowledge, and abilities you have that will help the company achieve its goals.

- Begin the objective with active verbs such as “Seeking”, “Desire,” or “To obtain”
- Be as specific as possible to the type of position and industry
- Briefly mention your relevant skills and experience
- Do NOT talk about what you hope to gain from the employer

**SKILLS SUMMARY** – Refer to the “skills summary examples” provided in online PowerPoint

- Include computer skills and languages spoken
- Think about other skills—what would you say you are best at?
- You can tailor this section to match a job description

**EDUCATION** – High school information should **NOT** appear on a professional resume

College, City, State

Major

GPA (if over 3.5)

Graduation Date

*Relevant Coursework (if you have limited work experience)*

**EXPERIENCE** - Organize information in a chronological fashion

Company, City, State

Dates Worked (Month & Year)

Job Title

- Use **action verbs** to describe your responsibilities
- Don't just list tasks—why did you perform them? How well did you do?
- Include recognitions received—were you chosen for something extra?

Company, City, State

Dates Worked (Month & Year)

Job Title

- Use **past tense verbs** for jobs you've ended, and present tense for your current employer
- Use a thesaurus to find descriptive words to enhance your bullet points
- Check out the “Building Better Bullet Points” handout online

## OTHER OPTIONAL SECTION

- You can use this section to include college sports, clubs, volunteer activities, etc.
- You can also include military experience and professional organizations here
- Other examples for this section include awards, scholarships, etc.
- Don't include hobbies!!