

Career Hub Services**Lawrence A. Bertolini Student Center, Third Floor****Hours:** Monday - Thursday: 8:00 a.m.-5:00 p.m.

Friday: 8:00 a.m.-12:00 p.m. (Closed Fridays June & July)

(707) 527-4329



RESUME WRITING WORKSHEET

CONTACT INFORMATION:

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Objective: (Optional) _____

EDUCATION:

Institution: _____

Degree seeking or have: _____

Date expected (Month/Yr): _____

Major/Minor: _____

Cumulative and/or Major GPA (if 3.0 or above): _____

RELEVANT COURSEWORK:

Class/Title _____

Class/Title _____

Class/Title _____

Class/Title _____

WORK EXPERIENCE: (INCLUDE JOBS AND INTERNSHIPS)**Job Title 1:** _____

Employer/Location: _____

Duty _____

Duty _____

Duty _____

Skills Used: _____

Projects/Promotions: _____

Dates Employed (Month/Yr to Month/Yr): _____

Job Title 2: _____

Employer/Location: _____

Duty _____

Duty _____

Duty _____

Skills Used: _____

Projects/Promotions: _____

Dates Employed (Month/Yr to Month/Yr): _____

Job Title 3: _____

Employer/Location: _____

Duty _____

Duty _____

Duty _____

Skills Used: _____

Projects/Promotions: _____

Dates Employed (Month/Yr to Month/Yr): _____

VOLUNTEER / LEADERSHIP EXPERIENCE:

(Include organizations, teams and volunteer activities)

Organization _____

Dates _____

Organization _____

Date Range _____

AWARDS/HONORS/ACTIVITIES:

Organization/Award or Position/Date _____

Organization/Award or Position/Date _____

Organization/Award or Position/Date _____

Language Skills: _____

Computer Skills: _____