



RESUME WRITING WORKSHEET

CONTACT INFORMATION:

Name: _____

Mailing Address (City, State only) _____

Phone Number: _____

Email Address: _____

Objective: (Optional) _____

EDUCATION:

Institution: _____

Degree/Certificate seeking or earned: _____

Anticipated date (Month/Year): _____

Major/Minor: _____

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

RELEVANT COURSEWORK: (optional)

Class/Title _____

Class/Title _____

Class/Title _____

Class/Title _____



WORK EXPERIENCE: (include jobs and internships)

Job Title 1: _____

Employer/Location: _____

Duties: _____

Accomplishment Statement: _____

Accomplishment Statement: _____

Skills Used: _____

Projects/Promotions: _____

Dates of Employment (Month/Year - Month/Year): _____

Job Title 2: _____

Employer/Location: _____

Duties: _____

Accomplishment Statement: _____

Accomplishment Statement: _____

Skills Used: _____

Projects/Promotions: _____

Dates of Employment (Month/Year - Month/Year): _____

Job Title 3: _____

Employer/Location: _____

Duties: _____

Accomplishment Statement: _____

Accomplishment Statement: _____

Skills Used: _____

Projects/Promotions: _____

Dates of Employment (Month/Year to Month/Year): _____

COMMUNITY INVOLVEMENT/VOLUNTEER/LEADERSHIP EXPERIENCE:

(Include organizations, teams and volunteer activities)

Name of Organization: _____

Dates Worked: _____

Name of Organization: _____

Dates Worked: _____

ACTIVITIES/AWARDS/HONORS:

Organization/Award or Position/Date _____

Organization/Award or Position/Date _____

Organization/Award or Position/Date _____

Language Skills: _____

Computer Skills: _____

ADDITIONAL OR SPECIALIZED TRAINING:

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities - including but not limited to academic admissions, financial aid, education services and athletics - and application for District employment.