

# Resume Development Worksheet

**NAME:** \_\_\_\_\_

## PRESENT PHYSICAL ADDRESS

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

LinkedIn URL \_\_\_\_\_

## PERMENANT ADDRESS (if closer to internship or job location)

City \_\_\_\_\_ State \_\_\_\_\_

## PROFILE OR SUMMARY

Include any or all of the following in either a brief statement or in bullet format: career interests, key strengths/skills/qualities/characteristics that set you apart from other candidates. Note: You will customize this section as you "target" each employer.

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## EDUCATION

Degree \_\_\_\_\_ Major (or double major) \_\_\_\_\_

Minor/Concentration \_\_\_\_\_

High Point University, High Point, NC, Graduation Date \_\_\_\_\_

GPA \_\_\_\_\_ (overall, major, or both) *Note: Students often choose to list if 3.0 or higher.*

Use this format for previous degrees. First year students may include high school. Transfer students may list degrees completed from a community college or the number of hours completed at previous institutions.

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**Optional Sub-Headings Under Education:**

- Study Abroad
- Academic Awards/Recognitions/Accomplishments
- Relevant Courses
- Projects/Research

For **Study Abroad** experiences, include program name, location, and dates:

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List **academic recognitions** such as honor societies, Dean's List, scholarships:

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List any **advanced courses** related to your major or career interest. This is **optional** and helpful if it informs the reader of your progress in the curriculum or clarifies a specific area of career interest.

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Include **projects/research** related to your major or career interest. This is **optional**, but highly recommended, if project/research is directly related to a career interest and especially if experience section is light.

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## EXPERIENCE

Choose experiences you want to talk about. You can "target" your resume better if you customize this heading for specific opportunities. *For example:* COACHING EXPERIENCE or MARKETING EXPERIENCE or ACCOUNTING EXPERIENCE.

Include paid and unpaid/volunteer experiences. Place most recent first and work backwards. Use brief "bullet point" phrases/statements starting with action verbs to describe your accomplishments. Prioritize bulleted phrases/statements within each position so that you highlight the most important and relevant information for your reader (list 2 - 6 points). You may wish to list your job title first OR the employer first:

### Entry #1 (Current or Most Recent)

Employer \_\_\_\_\_ City, State \_\_\_\_\_

Job Title \_\_\_\_\_ Dates \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Entry #2

Employer \_\_\_\_\_ City, State \_\_\_\_\_

Job Title \_\_\_\_\_ Dates \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Entry #3

Employer \_\_\_\_\_ City, State \_\_\_\_\_

Job Title \_\_\_\_\_ Dates \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **TECHNOLOGY OR SPECIAL SKILLS**

List specific technical/computer or special (such as language) skills developed through courses, work, or personal experiences. If you prefer to highlight several different skills, create 2-3 subcategories that best reflect or present these skills (*Computer, Language, Laboratory, Technical, Equipment, Personal*):

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## **CAMPUS INVOLVEMENT/LEADERSHIP**

List in order of commitment and/or passion. Refine list, prioritize, and either combine into one section or keep separate. Dates are not critical but are optional. Choose a title that reflect content – *LEADERSHIP / SERVICE / INVOLVEMENT*:

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## **COMMUNITY INVOLVEMENT**

Include community activities/volunteerism that will help an employer get to know you. Draw from community leadership, projects, athletics, service or mission trips, travel experiences, or other ways in which you have served the community:

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