

Resume Worksheet

Name

Present Address

Street

City

 State

 Zip

Phone

 Email

Permanent Address*

Street

City

 State

 Zip

Phone

* If duplicate, leave blank.

Objective

Include any or all of the following: position desired, your skills, your career interests. Length should be 1-2 lines. (Later: customize for each employer.)

Education

North Carolina State University, Raleigh, NC

Degree

 Major(s)

Minor or Concentration

Graduation Date

GPA

 (overall, major, or both)

Use same format for previous degrees. First year students may include H.S. Transfer students may note previous institutions. Study abroad experience may be included.

Courses:

Note courses related to your major or career interest.
