

Resume “Building Blocks” Worksheet

(Use this worksheet to record your basic information without worrying about formatting. Think of it as an outline you will use to write the actual resume.)

BACKGROUND

Contact information: Name, address (school and home), phone and email:

Education: College (name and location), degree pursuing, expected major, expected month and year of graduation

High school (optional): Name of School, location, month and year of graduation

ACHIEVEMENTS

Jobs: _____

Clubs: _____

Community Activities: _____

Awards received: _____

CAPABILITIES

Technical skills: _____

Major related skills: _____

Personal skills: _____
