

Resume Worksheet

This worksheet is designed to help you gather information. It is not meant as a layout tool. All of the information you gather on this document will probably not be included on every resume.

To view samples of resumes, visit the Career Discovery Center, Schofield 230. Be sure to check out the Online Resume Writing Workshop as you complete this worksheet and develop your resume (available at the Career Services website, www.uwec.edu/career)

Name
Current Address
City, State
Telephone
E-Mail

Permanent Address
Address
City, State
Telephone

Education Section

Type of Degree
Major(s)
Certification(s)
Name of School
Overall GPA or Major GPA (optional)

Date Awarded
Minor(s)

Emphasis, additional focus of study; relevant coursework:

Special Skills (lab procedures, equipment, research methodology, computer software, etc.):

Study Abroad or language fluency (spoken/written proficiency):

Briefly describe research, major paper, or special projects:

Honors/Awards:

Campus activities (professional/ social memberships, sports, leadership roles):

Informal Education (classes, seminars & workshops outside of your curriculum):