

## The Resume Worksheet

Fill out this worksheet the best you can. You may not fill up the whole thing, or you may need more spaces than are provided, both of which are perfectly fine. Feel free to include extra notes if needed.

Once you are finished, bring in the worksheet to meet with a Peer Advisor and create your professional resume!

### Home Address

Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

**Campus Address**  
CMR \_\_\_\_\_, 23 Romoda Drive  
Canton, NY, 13617

### Education

**St. Lawrence University, Canton, NY**

Bachelor of \_\_\_\_\_ Degree, Anticipated May/December \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

GPA (optional): \_\_\_\_ / 4.000 Major GPA (optional): \_\_\_\_ / 4.000

Study Abroad: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Institution Name City Country Semester

Honors/Awards (i.e. Dean's List, Scholarships, Inductions): \_\_\_\_\_

### Internship/Work Experience

Job Title \_\_\_\_\_ Organization/Company Name \_\_\_\_\_ City \_\_\_\_\_ State (abv.) \_\_\_\_\_ Dates \_\_\_\_\_

Responsibilities include(d):

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Job Title \_\_\_\_\_ Organization/Company Name \_\_\_\_\_ City \_\_\_\_\_ State (abv.) \_\_\_\_\_ Dates \_\_\_\_\_

Responsibilities include(d):

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Job Title \_\_\_\_\_ Organization/Company Name \_\_\_\_\_ City \_\_\_\_\_ State (abv.) \_\_\_\_\_ Dates \_\_\_\_\_

Responsibilities include(d):

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Job Title \_\_\_\_\_ Organization/Company Name \_\_\_\_\_ City \_\_\_\_\_ State (abv.) \_\_\_\_\_ Dates \_\_\_\_\_

Responsibilities include(d):

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