

**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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_