

Resume THINKsheet
MSU Writing Center

List all the jobs you are holding or have held in the past that have bearing on your current job search and career goals. Identify jobs that have relevance to your current objective and list the position you held. You may want to write your list chronologically.

Job/Work Experience	Location
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Identify specific, transferable skills that you acquired from the above work experiences. What did you learn at these jobs that might be applicable to your current job search?

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Name eight adjectives or personality traits that characterize you. After you have listed these, think about instances or events where these traits have been utilized or accentuated.

1. _____	5. _____
2. _____	6. _____