How to Write a Resume

Resume Worksheet

Completing this form will help you assemble an excellent final resume. Even if you already have a resume, review this form to see if it contains anything you might have forgotten. It was designed for you to print if you like. When you are finished, go to the next or previous step by clicking on the link at the bottom.

Education: List the schools you attended after high school from which you received a degree or certificate.

School Name	City and State	Type of Degree	Major
1.			
2.			
Major Emphasis	**Minor**	***GPA (Optional)**	**Date Received**
1.			
2.			

*GPA refers to your cumulative grade point average. You should list it if 3.0 +. You can use your major GPA but it should be clearly marked as such.

Relevant Coursework: (Optional) List your courses by name that highlight job-related training or a special area of interest. Keep the list as short as possible, usually no more than nine or ten classes. If you have been out of school for more than a year or are seeking a job in a field unrelated to your major, you should skip this.

Class Projects: (Optional) List those relevant to your chosen occupation, e.g., science, research, business, etc. Employers like class projects because of use of teamwork and latest skills and techniques. If you do not have relevant class projects, skip this section.

Project Name	Project Duties	Skills Used
Project Name		

Computer/Technical Skills/Languages: List all your computer skills including the names of the hardware and software you have used, and non-English languages you have learned, including programming.

Hardware	Software	Languages	Other Technical