

Resume Worksheet

Name _____

Period _____

Education (GPA, SAT/ACT) - Find out as much as you can. Don't stop. Decide not to use some of it later that says it.

Academic (Courses/Advanced Classes) - Where have you excelled? Where are you comfortable? What is impressive or shows a great commitment to the area of study?

Awards/Honors/Achievements - Don't go back too far. Show things that show your character and abilities. Include positions or leadership roles.

Extracurricular Activities - (This is not only sports, but all things outside school that are at least sort of organized)

Work Experience - (Write up for volunteer work)

Community Involvement - Not all of this will fit the usual "community service" category. Have you used about something, helped out, gotten involved?

Links/Class/Website/Internet to apply to (Major/minor areas, Career goals, education)

Once you find all the information you want to include in order to show all of your achievements and experiences, you will need to decide on a neat and organized 1-page presentation. I will show you many examples of resumes; you will also find examples on the Internet and inside your word-processing software.