

Resume Writing Worksheet

Work Experience:

Does not need be formal, paid experience!

Include short-term jobs (summer jobs, internships, 1 time jobs)

Examples may include: babysitting, dog walking, lawn care, house cleaning, etc.

Volunteer Experience:

What role did you play, explain the organization, provide specific accomplishments

Example: Raised \$200 for the annual American Cancer Society walk-a-thon by soliciting donations throughout the neighborhood.

Education:

Include GPA over 3.25, academic achievements or recognitions such as Honor Roll, Student of the Month, Perfect attendance, etc.

Hands on classes - Art-Ceramics, TLC - Networking, Robotics, etc., City of Glendale Woodworking, etc.

Projects that demonstrate teamwork, initiative or special accomplishments - what was the end result?
