

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.
