



RÉSUMÉ & APPLICATION WORKSHEET

Although there are many different résumés for many different situations, this worksheet provides a starting point for creating this important document. Make sure the information is thorough and complete; updating it when you make a job change or annually to be certain your experience is reflected properly and truthfully. While not all of this information will be featured on the résumé, the asterisk (*) notifies you what should be reserved only for the job application.

The SCF Career Resource Center staff would be happy to look over your rough draft to provide tips, books and other resources to make your résumé stick out from the competition. Give us a call or visit!

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941-752-5325 TTY 941-751-8179

Career Resource Center, Venice Campus
Student Services Center, Bldg. 100, Rm. 170
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Name: _____ Date: _____