

The Resume Worksheet

Fill out this worksheet the best you can. You may not fill up the whole thing, or you may need more spaces than are provided, both of which are perfectly fine. Feel free to include extra notes if needed.

Once you are finished, bring in the worksheet to meet with a Peer Advisor and create your professional resume!

Home Address

Street Address

City, State, Zip

Name

E-mail Address

Phone Number

Campus Address
CMR _____, 23 Romoda Drive
Canton, NY, 13617

Education

St. Lawrence University, Canton, NY

Bachelor of _____ Degree, Anticipated May/December _____

Major(s): _____

Minor(s): _____

GPA (optional): ____ . ____ ____ /4.000 Major GPA (optional): ____ . ____ ____ / 4.000

Study Abroad: _____, _____, _____, _____
Institution Name City Country Semester

Honors/Awards (i.e. Dean's List, Scholarships, Inductions): _____

Internship/Work Experience

_____, _____, _____, _____
Job Title Organization/Company Name City State (abv.) Dates

Responsibilities include(d):
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•
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_____, _____, _____, _____
Job Title Organization/Company Name City State (abv.) Dates

Responsibilities include(d):
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_____, _____, _____, _____
Job Title Organization/Company Name City State (abv.) Dates

Responsibilities include(d):
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_____, _____, _____, _____
Job Title Organization/Company Name City State (abv.) Dates

Responsibilities include(d):
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