



## 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!**

**Career Resource Center, Bradenton Campus**  
Student Services Center, Bldg. 1, Rm. 207  
941-752-5325      TTY 941-751-8179

**Career Resource Center, Venice Campus**  
Student Services Center, Bldg. 100, Rm. 170  
941-408-1436      TTY 941-480-3420

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### I. Personal Information

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Professional E-Mail: \_\_\_\_\_

### II. Objective

Include any or all of the following: your career interests, your strengths, position desired. Length should be 1-2 lines. (Later: customize for each employer.)

\_\_\_\_\_

### III. Education

Current College or University: \_\_\_\_\_

Location/ City: \_\_\_\_\_ State: \_\_\_\_\_

Degree (ex. A.A., A.A.S. A.S.): \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Relevant coursework: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Scholarships (non-financial need scholarships including why you were recognized): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_