

## *College of Engineering Resume Worksheet*

**Name** (usually on left or centered) \_\_\_\_\_

**Contact Information** (usually local & permanent) \_\_\_\_\_

\_\_\_\_\_

**Email** \_\_\_\_\_

### **Objective**

\_\_\_\_\_

### **Education** (list in reverse chronology)

Institution Iowa State University City Ames State Iowa  
Degree Bachelor of Science Major \_\_\_\_\_ GPA First Semester  
Graduation (anticipated date) \_\_\_\_\_

Institution \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Degree \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_  
Graduation \_\_\_\_\_

Institution \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Degree \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_  
Graduation \_\_\_\_\_

### **Work Experience or Volunteer Experience**

Organization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Position Held \_\_\_\_\_ Date(s) Employed \_\_\_\_\_  
Responsibilities or Accomplishments \_\_\_\_\_

\_\_\_\_\_

Organization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Position Held \_\_\_\_\_ Date(s) Employed \_\_\_\_\_  
Responsibilities or Accomplishments \_\_\_\_\_

\_\_\_\_\_

Organization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Position Held \_\_\_\_\_ Date(s) Employed \_\_\_\_\_  
Responsibilities or Accomplishments \_\_\_\_\_

\_\_\_\_\_