

**CHATTANOOGA STATE
CAREER SERVICES & COUNSELING CENTER
RESUME WORKSHEET**

PERSONAL INFORMATION

Temporary Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Permanent Address (if different): _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

(If you anticipate ever requesting a security clearance, you will need to record every place you have ever resided. You may also be required to identify and locate roommates, so record that information here, too!)

EDUCATION

Name of Institution: _____
Location of institution (city and state): _____
Degree: _____
Major(s): _____ Minor(s): _____
Date of Graduation (month/year): _____ Dates Attended: _____
Overall GPA: _____ Major GPA: _____
Relevant Courses – Highest level, most relevant to the position you are seeking. You may also include descriptions of related course projects, though not required.

Other schools attended, training or certifications received, licenses obtained: _____

Standardized Test Scores: SAT _____ GRE _____ MCAT _____
LSAT _____ GMAT _____ Other tests _____

HONORS & ACTIVITIES

Dean's List (dates): _____

Awards (academic, scholarships, etc.): _____

Honor societies, offices held, duties (include dates): _____

Clubs, offices held, duties (include dates): _____

Sports: _____

Creative professional activities (articles written, inventions, projects presented or displayed): _____

EXPERIENCE

Include ALL experience – paid, unpaid, volunteer, internships, etc.

Position title: _____

Organization name: _____

Address: _____ City: _____ State: _____

Name of supervisor (reference?): _____

Hours worked weekly: _____ Dates of employment (mo/yr or seasons): _____

Duties and responsibilities: _____

Quality attributes you found important and used successfully in this position: _____

Specific performance accomplishments or contributions you made to this job: _____

Combine the duties, qualities, and accomplishments together to write a strong job description: _____

Position title: _____

Organization name: _____

Address: _____ City: _____ State: _____

Name of supervisor (reference?): _____

Hours worked weekly: _____ Dates of employment (mo/yr or seasons): _____

Duties and responsibilities: _____

Quality attributes you found important and used successfully in this position: _____

Specific performance accomplishments or contributions you made to this job: _____

Combine the duties, qualities, and accomplishments together to write a strong job description: _____

Position title: _____

Organization name: _____

Address: _____ City: _____ State: _____

Name of supervisor (reference?): _____

Hours worked weekly: _____ Dates of employment (mo/yr or seasons): _____

Duties and responsibilities: _____

Quality attributes you found important and used successfully in this position: _____

Specific performance accomplishments or contributions you made to this job: _____

Combine the duties, qualities, and accomplishments together to write a strong job description: _____

SKILLS

List your special talents, skills, training, languages, significant achievements, etc.: _____

REFERENCES

List references on a separate page, not on your resume. Avoid using family and relatives. Generally, three or four professional or academic references and one personal reference are sufficient. Get permission from any reference before using his or her name. Send each a thank you note for being willing to help you, and keep all references informed on your job search progress.

1. Name: _____ Position: _____
Address: _____
Phone: () _____ Email: _____
2. Name: _____ Position: _____
Address: _____
Phone: () _____ Email: _____
3. Name: _____ Position: _____
Address: _____
Phone: () _____ Email: _____
4. Name: _____ Position: _____
Address: _____
Phone: () _____ Email: _____

SECTION TIPS

- Put this worksheet into a computer file and keep it for future use.
- Consider the sample resume formats that follow, and begin to build your resume. Use the Career Center resources for additional resume tools. Have your Career Adviser review your resume and provide feedback.
- Update this worksheet and your resume annually. Go through the past year and consider your experiences and accomplishments, recording them while they are fresh in your mind.