**STUDENT RESUME WORKSHEET**

Use the resume worksheet to brainstorm and organize information for your resume.

**IDENTIFYING INFORMATION**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP:\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work (or Cell) Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAREER OBJECTIVE**

A good career objective is essential. It should serve as the focal point of your resume, indicating what sort of job you are seeking, and what experience/skills you have to offer. It should be broad enough to cover any suitable employment, yet specific enough to indicate that you have a specific position in mind. You can change your career objective depending upon the job you are applying for. See the sample resumes for ideas. Some questions you may want to answer are:

* What kind of employment do you want? Internship, coop, full-time, part-time
* What type of position do you want? Customer services, sales etc.
* Is there a particular industry you want to work in? retail, hospitality, healthcare etc.

Which objective style do you want on your resume?

**Formula 1:** *Focus on the kind of position you want.
Example: Seeking a full-time position as an Administrative Assistant.*

**Seeking a position as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
Formula 2:** *Focus on the field or industry in which you are interested in working.*

*Example: Seeking an entry-level position in the Healthcare field.*

**Seeking a position in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ field.**

**Formula 3:** *Focus on your skills/abilities.
Example: Seeking a position that will utilize my communication, data-entry skills, and my strong work ethic.*

**Seeking a position that will utilize my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ skills.**

Below are a few example phrases you could use for each section.

***Position:*** *This describes the level position or the type of work you are seeking.*

Entry Level
Internship
First, Second, or Third Shift

Part-Time

A Specific Title (Warehouse Associate)

The name of a field (Administrative)

Professional

***Field***: *This describes the career field, industry or department you are seeking.*

Accounting, Administrative, Culinary Arts, Customer Service, Educational, Engineering, Food Service, Financial, Health and Beauty Healthcare, Human Resources, Information Technology, Manufacturing, Marketing, Mechanical, Medical, Sales, Truck Driving, Warehouse/Industrial Welding

***Skills/Experience:*** *These are your most outstanding strengths and abilities. These can also be used in your* ***Summary of Qualifications.*** *See the Skills Identification Checklist for help in identifying your unique and special skills.*

Data Entry
Computer Skills
Organizational Ability
Financial Knowledge
Proven Success Record Certifications
Specific Educational Background Results Oriented
Planning Skills
Specific Trade Skills
Creativity
Ability to Learn Quickly Dependability
Communication Skills Persistence

Work Ethic
Problem Solving Ability Leadership Ability

Public Speaking Ability Accuracy
Innovative Ideas
Logical Thinking Ability Self-Starter

Excellent Attendance Record Follows Instructions Maturity
People Skills

Enthusiasm Observant

**EDUCATIONAL BACKGROUND**

As a high school student, you will list the name of your high school and expected date of graduation on your resume. Generally, once you begin college or technical school, you can omit your high school information because it is assumed you have completed high school or obtained your GED. If you have taken, or are taking, college-level courses or vocational/technical training, you can list that first.

Name of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City and State of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 GPA (if above a 3.0) *optional*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART-TIME EMPLOYMENT & SUMMER JOBS**

As a student you probably do not have much experience directly related to your career objective. That’s okay! You may have held part-time or summer jobs, and believe it or not, through those experiences you have developed valuable transferable skills that employers like to see in applicants. It also shows that you have held a job for a certain amount of time, demonstrating your work ethic and ability to manage your time between school and work.

The top skills and qualities of the perfect candidate are:



**Communication Skills (verbal & written) Interpersonal Skills
Strong Work Ethic, Analytical Skills, Honesty/Integrity, Motivation/Initiative, Teamwork Skills Flexibility/Adaptability**

It can sometimes be challenging to describe these job tasks on your resume. When doing so, think about the top skills listed above and how you developed these skills through your part-time work.

**EXPERIENCE**

When describing your responsibilities and accomplishments, try to highlight areas that are specifically relevant to the type of position you are seeking. Start each description with an action word

Name and city/state of company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date From: (Mo/YR)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date To: (Mo/YR):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of responsibilities and accomplishments (Write your experiences in bullet statements):

***Example****: Responsible for sorting 1,000 small packages each hour of operation.*

Name and city/state of company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date From: (Mo/YR)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date To: (Mo/YR):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of responsibilities and accomplishments (Write your experiences in bullet statements):

Name and city/state of company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date From: (Mo/YR)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date To: (Mo/YR):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of responsibilities and accomplishments (Write your experiences in bullet statements):

**OTHER INFORMATION**

Scholarships, awards, honors, achievements (include dates) and languages you are fluent in.

**Example: Honor Roll, Fall 2002 & Spring 2003; Fluent in Spanish, Perfect Attendance Award 2003**

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Co-curricular activities (sports, clubs, volunteer activities, etc.) List full name of organization, include dates, and include offices/positions you have held if applicable.

**Example: Norton’s Suburban Hospital, Volunteer, Summer 2003**

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Computer skills

**Example: Proficient in Microsoft Office, including Word, Excel, and Powerpoint**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**RESUME WRITING TIPS**

* Pay careful attention to spelling, punctuation, grammar, and style.
* Proofread your resume carefully. Also, have several other people proofread your resume.
* Organize information in a logical fashion. The Resume Worksheet can help you with your organization of material.
* Keep descriptions clear and to the point – try to stay under 12 words.
* As an associate or bachelor degree holder, you will most likely only need a one-page resume.
* Use a simple and easy to read font. We suggest Times New Roman or Arial.
* Use a good quality white or off-white bond paper.
* Include as much work experience as possible – even if it does not obviously relate to the job you are seeking. Any job has transferable skills (i.e. computer skills, writing, speaking, etc.)
* Tailor your information to the job you are seeking.
* Be honest – don’t exaggerate.
* Be specific and give examples. Provide numbers (i.e. # of people supervised, amount of your operating budget, etc.) whenever possible.
* Use simple, everyday language.
* Include dates whenever appropriate (i.e. dates of employment, activities, etc.)
* Write out what acronyms stand for because an employer may not know what they mean.

**REFERENCES**

It is fine to write “Reference available upon request” (see sample resume). However, you need to be prepared to present references in the event an employer requests this information. You should prepare an extra sheet of the same high-quality paper as your resume to be used as your reference page. You should be sure to put your contact information at the top of the page, preferably using the same header as is on your resume (see example). When thinking of references, consider supervisors you have worked for and professors that you know in your discipline. Do not list friends or family as your reference. Remember, you must ask someone to serve as a reference before you can list him/her as one. Use this opportunity to network. Let your reference know that you are looking for a position, the kind of position you are looking for, and ask if they have ideas on how to find one. Also, provide your reference with a copy of your resume so that he/she can speak about your qualifications when asked.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dept.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dept.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dept.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAMPLE REFERENCE PAGE**



Jane Sassaby P.O Box 111 Louisville, KY 40212 (502) 555-5555 *sassabyj@hotmail.com*

**Professional References**

**Dr. Boss Woman**

Chairman and Professor University of Louisville Music Department *lovetosing@home.com* (502) 234-5678

**Mr. Boss Man**

Supervisor
United Parcel Service
HUB 2000 *Whatcanbrowndoforyou@ups.com* (502) 456-7890

**Mr. Music Man**

Owner/Internship Supervisor Musical Delights *intone@myshop.com* (502) 999-9999



**SAMPLE RESUME 1**

**Kathy McBeel**

2100 McIntyre Dr. Shepherdsville, KY 40165 502-555-5665 kmcbeel@stu.kctcs.edu



**OBJECTIVE**

An administrative assistant position in the social service field using my data-entry skills, organizational ability, and strong work ethic.

**EDUCATION
Smart High School** Louisville, KY Graduation Date: May 2005
GPA: 3.6/4.0

**COMPUTER SKILLS**

Microsoft Office (Word, Excel, Access, Publisher, PowerPoint) Microsoft Outlook
Internet Explorer

**EXPERIENCE
Ride Attendant** April 2003 to Present
*Six Flags Kentucky Kingdom* Louisville, KY

* Direct patrons of amusement park in getting on and off riding device.
* Maintain order among patrons waiting to ride device.
* Fasten patrons' safety belts and bars to prevent injuries during ride.
* Assist children and elderly patrons from ride.
* Collect tickets and cash fares.

**Server/Hostess** January 2001- January 2003 *Applebee’s Restaurant* Louisville, KY

* + Greeted guests, and escorted them to designated table
	+ Described menu specials, took orders, and delivered meals in a timely manner
	+ Assisted fellow servers in delivering orders to their tables, putting customer service first
	+ Trained new servers on restaurant policies and procedures

**HONORS AND ACTIVITIES**

Honor Roll 2001-Present
Students Against Destructive Decisions, Member 2003-Present Co-Ed Y, President 2004- Present
Senior Varsity Women’s Basketball Team 2003-Present
Junior Varsity Women’s Basketball Team 2002-2003

**REFERENCES** : Available upon Request

**SAMPLE RESUME 2**

Jane Sassaby P.O Box 111 Louisville, KY 40212 (502) 555-5555 *sassabyj@hotmail.com*



**OBJECTIVE**

To obtain an internship or part-time position in the banking industry utilizing my educational preparation in accounting

**EDUCATION**

Advanced High School, Louisville, KY Graduation Date: May 2006
GPA: 3.5

**EXPERIENCE
Cashier** (9/03-Present)

McDonald's Louisville, KY

* Key in customer orders into register and prepare food tray or takeout bags accordingly.
* Serve cold drinks, using drink-dispensing machine, and frozen milk drinks and desserts, using milkshake or frozen custard machine.
* Press lids onto beverages and place beverages on serving tray or in takeout container.
* Demonstrated a positive attitude while processing customer cash and credit transactions.
* Maintain a clean and orderly eating and serving area.

**Sales Associate** (5/01-6/03) Stein Mart Louisville, KY

* Assisted in the smooth and profitable operation of specialty clothing and home décor shop.
* Generated sales and maintained positive image among clients.
* Designed and constructed store displays.

**COMPUTER PROFICIENCIES**

Microsoft Word, Excel, PowerPoint, FrontPage, and Adobe Photoshop

**HONORS AND ACTIVITIES**

SADD President, 2004-Present
Dance Team, 2003-Present
Marching Band, 2003- Present
Norton Hospital Volunteer, 2004- Present Honor Roll, 2003-2004

**REFERENCES:** Available upon request