

Resume WORKSHEET



Read each section and write down your similar experiences. If you do not have an experience of a certain section, skip to the next one.

Note: not all resume-worthy experiences are listed on this sheet.

CONTACT INFORMATION:

Name, Telephone Number, E-Mail Address, LinkedIn Profile URL, Location [City, State].

EDUCATION:

List post-secondary education (education earned after high school: university, college, trade, or vocational schooling), even if graduation is in the future.

Degree expected/earned, Name of Institution, Location [City, State], Graduation date [Month, Year], Optional information: GPA [list if above a 3.0], relevant coursework

CERTIFICATIONS:

Displaying relevant technical skills, language proficiency, emergency procedures, etc. Certified by relevant and/or accredited organizations.

Certification Title, Name of Organization, Effective Date(s) [include expiration date if applicable]

AWARDS/HONORS:

Scholarships, Dean's List, Special Awards.

Academic Experiences, Awards and Honors can also be listed in a bullet point under the Education section instead of an independent section.

THE LINK CENTER

Career Services • Academic Service-Learning • Regional Outreach
Strategic Partnerships • Internships • Community and Voter Engagement • Employer Relations
Undergraduate Research, Scholarship and Creative Activity

CAREER@UWSUPER.EDU | 715-394-8024 | SWENSON HALL SUITE 1601



Resume WORKSHEET

INTERNSHIPS/EXPERIENTIAL LEARNING:

Academic Service Learning [ASL], Undergraduate Research & Creative Activity [URSCA], Job Shadows, Industry Visits.

Event Title, Name of the Organization/Event Title, Event Date(s), bullet points with a brief description of the knowledge you obtained.

WORK EXPERIENCES:

Employment History.

Job Title, Name of the Organization/Event Title, Event Date(s), bullet points with a brief description of your regular tasks and responsibilities.

ACADEMIC EXPERIENCES:

Capstone research, clinical experience, leadership, relevant coursework.

Experience Title, Name of the Organization/Event Title, Event Date(s), bullet points with a brief description of your contribution/participation.

ACTIVITIES:

Campus or community involvement, volunteer experience, professional affiliations, etc.

Your Activity Title, Activity Name, Activity Organization Name, Effective Date(s), bullet points with brief description of your contribution/participation.

THE LINK CENTER

Career Services • Academic Service-Learning • Regional Outreach
Strategic Partnerships • Internships • Community and Voter Engagement • Employer Relations
Undergraduate Research, Scholarship and Creative Activity

CAREER@UWSUPER.EDU | 715-394-8024 | SWENSON HALL SUITE 1601