

Resume Worksheet

This worksheet is designed to help you gather information. It is not meant as a layout tool. All of the information you gather on this document will probably not be included on every resume.

To view samples of resumes, visit the Career Discovery Center, Schofield 230. Be sure to check out the Online Resume Writing Workshop as you complete this worksheet and develop your resume (available at the Career Services website, www.uwec.edu/career under Quick Links)

Name

Address

City, State

Telephone

E-Mail

Permanent Address

Address

City, State

Telephone

Education Section

Type of Degree

Date Awarded

Major(s)

Minor(s)

Certification(s)

Name of School

Overall GPA

Major GPA

(optional)

Emphasis, additional focus of study; relevant coursework:

Special Skills (lab procedures, equipment, research methodology, computer software, etc.):

Study Abroad or language fluency (spoken/written proficiency):

Briefly describe research, major paper, or special projects:

Honors/Awards:

Campus activities (professional/ social memberships, sports, leadership roles):

Informal Education (classes, seminars & workshops outside of your curriculum):

Experience Section

List each work experience you have held in reverse chronological order (most recent first). Include **all** paid, unpaid and volunteer work experiences, including internships. (If you have additional experience, answer the same questions for each experience using notebook paper)

Job Title:

Name of School/Company/Agency

City, State, Dates of employment

Major Duties and Responsibilities (in what type of tasks or activities were you typically engaged?):

Most important accomplishments (promotions, awards, special recognitions – what did you initiate, design, or revamp?)

What Skills/Knowledge/Insights did you acquire or improve? :

Job Title:

Name of School/Company/Agency

City, State, Dates of employment

Major Duties and Responsibilities (in what type of tasks or activities were you typically engaged?):

Most important accomplishments (promotions, awards, special recognitions – what did you initiate, design, or revamp?)

What Skills/Knowledge/Insights did you acquire or improve? :

Summary

List 3-5 qualities/experiences, etc., that make you stand out from others with similar degree/experience and that you can demonstrate

While this worksheet is a starting point for gathering information, there may be additional categories and information for you to include. View the Online Resume Workshop and review your resume with a Career Associate in the Career Discovery Center - call 836-2282 to schedule an appointment.

Getting Started:

- DO NOT use templates: they are hard to format, they all look alike, and they do not send well electronically.
- Make your name slightly larger: usually somewhere between sizes 18 and 24 pt. will make your name stand out to an employer who is viewing several resumes at a time.
- Fix margins: default margins are set to 1.25 – set them to 1, and go smaller if needed (no smaller than .5 in.!).
- Turn off Autoformat (Bullets- Lists)
- Remove Formatting (Format – Styles & Formatting – Clear Formatting)
- Make sure Ruler is showing (View- Ruler)
- Include an address block for two addresses using Right Tab (local and permanent if applicable).

Consistency:

- Try using *italics* or **bold** for section headings or job titles, but be consistent throughout your resume and avoid over-formatting.
- Make sure there is a consistent amount of whitespace (space without text) on your resume; avoid large open spaces & too much clutter.
- Use the ruler at the top to adjust paragraphs and for indenting.
- Use the tabs function, not the space bar, to line things up perfectly.

Using Bullets:

- Use the Insert symbol for multi-column lists (Insert- Symbol). You can copy and paste once you insert the first symbol.
- You can also use columns or tables.

Making Space:

- Decrease all margins.
- Play with line spacing (Format- Paragraph- Indents & Spacing- Line Spacing/Exactly)
- Decrease space of blank lines (select line; make font a smaller size)

Using a Second Page:

- Be sure approximately 2/3 of the second page will be utilized if you decide to use one.
- Use a page break to start the second page (Insert- Break- Page Break)
- Name and page number do not have to be in the header, but should be present somewhere on the second page.

Saving:

- Turn off Autobackup (to save space and reduce confusion)
- Pay attention to where you are saving the file.

Other Tips:

- Use Reveal Codes (Use Show button all or CTRL+*) – to reveal if funny things are going on with the format of your resume.
- Avoid color or use sparingly.
- Make a photocopy of resume (printed on your high quality paper) to see how it will look when an employer will copy it to pass around.
- Fill up the page: look at resume upside down to see how it fits the page.



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