

Resume Building Worksheet

Purpose

Your resume can be a challenging document to start. This worksheet will help you keep track of the experiences you've gained that show employers you're qualified for the job. This will also help you start thinking about how you can show the skills employers are seeking

What matters most

Most students know employers and graduate schools evaluate candidates based on their experiences. What many students don't know is these experiences don't have to be paid or even directly related to the job or discipline. Below are skills that employers want to see in a candidate. See which skills you can show using the experiences you've listed on the back of this sheet.

Leadership

Communication skills (written)

Analytical / Problem solving skills

Work ethic

Technical skills

Initiative

Ability to work in a team

Communication skills (verbal)

Flexibility / adaptability

Organizational ability

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Overview

Your skills come from more than just paid “work” experiences. You gain valuable skills from experiences ranging from work-study jobs on campus and summer employment to clubs and group projects in college. Think broadly about where you’ve demonstrated skills like communication and teamwork.

Employment

This can include summer jobs from nanny and lifeguarding to retail and food service. Don’t forget to include work-study positions here on campus.

TITLE	EMPLOYER	LOCATION (City, ST)	DATES

Clubs Groups and Activities

Leadership isn’t limited to paid positions. Are you involved in any of the over [90 clubs and organizations](#) on campus? If so, list them below. Don’t be afraid to try several out and find the best fit for you.

If not, look at the list on Student Activities website and jot down a few you would consider joining below. Over half of the clubs are non-academic clubs.

TITLE	CLUB	LOCATION (City, ST)	DATES

Academic Experience

Sometimes your most related experience comes from a project you did for a course. If that marketing or psychology project is your *best* example of a skill an employer is seeking, list it! Avoid listing just what you did but be sure to include how you did it and what skills you used.

COURSE	PROJECT	LOCATION (City, ST)	DATES (Semester, Year)

Community Involvement

There’s always more to experience than just paid employment. Are you involved as a volunteer in an organization? What about your religious community? Volunteering can provide great experience. If you’re not yet involved, check out the [Moreau Center](#) find the right fit for you!

TITLE	ORGANIZATION	LOCATION (City, ST)	DATES