

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: this is not an all-encompassing list of resume-worthy experiences.

View the [BUILD - Resume & Application Materials](#) webpage for more tailored advice.

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 >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 Merit-Based Awards. Avoid need-based awards such as FAFSA.

EXPERIENTIAL LEARNING/INTERNSHIPS:

Academic Service-Learning [AS-L], Undergraduate Research & Creative Activity [URSCA], Informational Interviews, Job Shadows, Industry Visits. Event Title, Name of the Organization, Event Dates(s), bullet points with brief descriptions of the abilities/skills you obtained.



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: this is not an all-encompassing list of resume-worthy experiences.

View the [BUILD - Resume & Application Materials](#) webpage for more tailored advice.

WORK EXPERIENCES

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

ACADEMIC EXPERIENCES

Capstone Research, Clinical Experience, Leadership, Relevant Coursework. Experience Title, Name of the Organization/Event, Event Date(s), bullet points with brief descriptions of your contribution and participation.

ACTIVITIES

Campus or Community Involvement, Volunteer Experience, Professional Affiliations, etc. Your Activity Title, Name of the Organization/Event, Event Date(s), bullet points with brief descriptions of your contribution and participation.

