

RESUME BUILDER

THE PURPOSE

- To do some advance thinking about your educational background, work experiences, and job skills
- To use information about these experiences and skills to build a resume

THE TASK

This activity provides the opportunity to collect the information that you will use to create your resume.

My Address & Phone

Provide your street address, city, and state.

Street Address:

City:

State:

ZIP Code:

Phone:

Work Phone:

Email:

My Job Objective

Describe your job target as you would on a resume.

My Skills Summary

Describe your job-related skills. For each skill, name the skill, then describe accomplishments that illustrate the use of the skill.

Skill Name:

Description of Skill:

Skill Name:

Description of Skill:

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| Skill Name: Description of Skill: |
| Skill Name: Description of Skill: |
| Skill Name: Description of Skill: |

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| My Educational History Enter as much information as you can. For example, if you are in high school, enter the name and location of your high school, the year you expect to graduate, and your current GPA. As you progress further in your education, fill in more information. | |
| Degree: | Major: |
| School Name: | |
| City & State: | |
| Year: | GPA: |
| Degree: | Major: |
| School Name: | |
| City & State: | |
| Year: | GPA: |
| Degree: | Major: |
| School Name: | |
| City & State: | |
| Year: | GPA: |

My Relevant Coursework

List courses you have taken that relate to your job objective

Course Name:

Course Name:

Course Name:

Course Name:

My Work Experience

For each job you have held, list the job title, company, location (city & state), start and end dates, and a brief description of what you did.

Job Title:

Company:

Company Location:

Start Date (month/year):

End Date (month/year):

Description of Duties:

Job Title:

Company:

Company Location:

Start Date (month/year):

End Date (month/year):

Description of Duties:

Job Title:

Company:

Company Location:

Start Date (month/year):

End Date (month/year):

Description of Duties:

Job Title:

Company:

Company Location:

Start Date (month/year):

End Date (month/year):

Description of Duties:

Job Title:

Company:

Company Location:

Start Date (month/year):

End Date (month/year):

Description of Duties:

Job Title:

Company:

Company Location:

Start Date (month/year):

End Date (month/year):

Description of Duties:

My Special Qualifications

List all certificates, licenses or other accomplishments that qualify you for the job you are seeking. For example, if your job goal includes driving, list your driver's license.

Name of Certificate, License, or Accomplishment:

Organization:

Date:

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|---|
| <p>Name of Certificate, License, or Accomplishment:</p> <p>Organization:</p> <p>Date:</p> |
| <p>Name of Certificate, License, or Accomplishment:</p> <p>Organization:</p> <p>Date:</p> |
| <p>Name of Certificate, License, or Accomplishment:</p> <p>Organization:</p> <p>Date:</p> |

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| <p>My Community Service</p> <p>Which volunteer services have you provided to your community? List the organization you worked for, what you did, and dates (month/year)</p> |
| <p>Your Role:</p> <p>Organization:</p> <p>Start Date: End Date:</p> |
| <p>Your Role:</p> <p>Organization:</p> <p>Start Date: End Date:</p> |
| <p>Your Role:</p> <p>Organization:</p> <p>Start Date: End Date:</p> |
| <p>Your Role:</p> <p>Organization:</p> <p>Start Date: End Date:</p> |

My Extra-Curricular Activities

In which sports, clubs, hobbies, or other activities have you participated? List the activity, your role (office, member, etc.) and dates (month/year)

Your Role:

Organization:

Start Date:

End Date:

My Awards or Honor

List any awards or honors you may have received. List the title of the award, the organization giving you the award, and the date you received it (month/year)

Your Role:

Organization:

Start Date:

End Date:

Your Role:

Organization:

Start Date:

End Date:

Your Role:

Organization:

| | |
|---------------|-----------|
| Start Date: | End Date: |
| Your Role: | |
| Organization: | |
| Start Date: | End Date: |

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| My References | |
| List the names of people who would be willing to talk to employers about your ability to do the job. Also list the relationship of the person to you (for friends or relatives) or job title (for supervisors or teachers) and phone number. | |
| Name of Person: | |
| Relationship of Title: | |
| Work Phone: | Home Phone: |
| Name of Person: | |
| Relationship of Title: | |
| Work Phone: | Home Phone: |
| Name of Person: | |
| Relationship of Title: | |
| Work Phone: | Home Phone: |
| Name of Person: | |
| Relationship of Title: | |
| Work Phone: | Home Phone: |