

# RESUME WORKSHEET

CASCADE CAMPUS, OFFICE OF STUDENT EMPLOYMENT, PORTLAND, OR

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Remember, this is a worksheet so don't be concerned about format at this point. After you have completed this, develop a rough draft of your resume. Then come to the Office of Student Employment where counselors are available to critique your resume draft.

## EDUCATION

College Name, Location (city, state):

Type of Degree:

Date Awarded:

GPA (if above 3.0)

(possible information to include)

Study abroad:

Briefly describe additional research, major papers, or special projects:

Language skills:

Computer languages, programs, systems:

Honors or Competitive Scholarships:

Campus activities:

Other schools attended (if applicable):

Additional coursework/continuing education:

## CAREER-RELATED EXPERIENCE

List each job you have held in reverse chronological order (most recent job first). **Include all paid and unpaid work experience, including internships.**

Job Title:

Dates:

Name and City, State of Company or Organization:

Major Duties and Responsibilities:

Skills Utilized:

Most Important Accomplishments:

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Job Title: \_\_\_\_\_ Dates: \_\_\_\_\_  
Name and City, State of Company or Organization:  
Major Duties and Responsibilities:

Skills Utilized:

Most Important Accomplishments:

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Job Title: \_\_\_\_\_ Dates: \_\_\_\_\_  
Name and City, State of Company or Organization:  
Major Duties and Responsibilities:

Skills Utilized:

Most Important Accomplishments:

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(You may need additional paper to continue listing the jobs you have held over the past five years.)

### OTHER EXPERIENCE

List other accomplishments and experiences, including campus activities, community service, volunteer work, special training, talents, interests, professional activities/memberships. Describe them in terms of demonstrated skills.

1) Campus Activities:

2) Volunteer Services:

3) Special Training/Talents:

4) Professional Activities/Memberships:

