

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Resume Building Worksheet

Directions: Gather your personal information such as experiences, skills, accomplishments, and other important information that would be important for a potential employer to have. Complete all components of this worksheet for full credit.

1. List your previous and current work experiences in this table. Answer the following questions of where you worked, when you worked there, and what your responsibilities were. Internships are also applicable in this space.

Where?	When?	What?

2. Next, references are needed. These are people who can speak to your work abilities, this could be people such as previous employers, mentors, leaders, or teachers. Gather their information and fill it out in the table below.

Name of Reference:	Phone Number:	Email Address:	Place of Employment:	Job Title:

3. Now that job experience and references are recorded, what skills were uses in these settings? What are the characteristics that these references are going to talk about? List these skill areas in the table below and include how they are a benefit to a workplace.

Strengths/Skills	How does it benefit you in a work setting?

Name: \_\_\_\_\_

Date: \_\_\_\_\_

4. List some of your achievements that your potential employer would be impressed by. This could include accomplishments, awards, or leadership positions that you have held. Include these achievements in the table along with their descriptions.

Achievement Title:	Description of Achievement:

5. A final component that should be added to a resume is your education. This would include a high school diploma, college degree, and any certifications/training.

Education/Certificate Name:	Name of School/Organization Received From:	City and State of Organization/School:	Date of Completion/Received:

Now all that is left is to do is organize your information onto a resume template or design it on your own! Some additional information listed in the slideshow may need to be added.

Remember: Your resume should be specific to the job/internship that you are applying for. You should **NOT** hand every employer the exact same resume.