

Resume Brainstorming Worksheet

This worksheet is intended to help you get as much information about your education, experiences, and skills on to the paper to assist you in formulating your resume. Use an additional piece of paper if needed.

Header

Name _____

Address (Optional) _____

Phone _____ Email _____

LinkedIn/ Portfolio URL _____

Professional Statement (A brief 3-4 sentence statement summarizing your experiences, skills and knowledge that are directly relevant to the position you are applying for. Usually an intro of self + 2-3 relevant skills + goal)

Education (List all colleges and universities. No need to include high school. Do not abbreviate)

Degree _____ Graduation Date _____

Minor(s) (If applicable) _____ GPA _____

School _____ City, State _____

Certifications and Training (List any certifications relevant to the position and their expiration date, completed date or certificate number. Only list your most relevant qualifications and trainings and those that have not expired)

Certification/ Training _____ Dates _____

Certification/ License Number (If applicable) _____

Certification/ Training _____ Dates _____

Certification/ License Number (If applicable) _____

Organizations & Leadership (List any organizations or committees you are involved in and your leadership role, in addition you can list any affiliations or associations you subscribe to that are relevant to your position)

Organization _____ Position Title _____ Dates _____

Organization _____ Position Title _____ Dates _____

Organization _____ Position Title _____ Dates _____

Honors and Awards (List any awards or scholarships received and dates)

Honor/Award _____ Date Received _____

Honor/Award _____ Date Received _____

Experience (Describe all experience including full-time and part-time jobs, internships, volunteer work, leadership roles, class/ personal projects, research, etc. When writing your accomplishment statements, use action verbs to describe your skills and activities; quantify when possible)

Position/ Title _____ **Dates** _____

Employer/ Company _____ **City, State** _____

Job Responsibilities

- _____
- _____
- _____
- _____

Position/ Title _____ **Dates** _____

Employer/ Company _____ **City, State** _____

Job Responsibilities

- _____
- _____
- _____
- _____

Position/ Title _____ **Dates** _____

Employer/ Company _____ **City, State** _____

Job Responsibilities

- _____
- _____
- _____
- _____

Skills (Include languages, computer programs, research/lab techniques, etc.)

- _____
- _____