

Resume Worksheet

Name: _____

City, State Zip Code: _____

Phone: _____ Email: _____

II. Education

California State University, San Bernardino

Bachelor of Arts/Science Degree in _____ Expected Graduation: Month & Year:

GPA: _____ (if 3.5 or above)

III. Experience (e.g. Paid/Unpaid Internship, Volunteer, Work, etc.) Duplicate for each experience

Organization/Company Name: City, State: _____

Position Title: _____

Dates Employed (Months and Years ONLY) From: _____ To: _____

Duties and Responsibilities (Bullet Point Format; start with an action verb to describe what you did on the job)

IV. Skills and Qualifications (e.g. training, language(s), such as computer skills, licenses, achievements)

V. Affiliations/Organizations (professional associations, clubs, organizations, etc.)

VI. Awards/Achievements (academic, athletic, scholarships, etc.)
