



Resume Worksheet

◆ Ready Resource 31

Career Services

PERSONAL INFORMATION

Full Name _____

Permanent Address _____

City/State/Zip _____

Permanent Phone _____

Current Address _____

City/State/Zip _____

Current Phone _____ Work Phone _____

CAREER OBJECTIVES

Immediate Career Goals _____

Long-Term (5-10 years) Career Goals _____

EDUCATION

Undergraduate College/University _____

City/State _____ Dates Attended _____

Degree Earned _____ Date Received _____

Major _____ Option/Minor _____

Cumulative GPA _____ Major GPA _____

President's Honor Roll (# of semesters) _____ Dean's Honor Roll (# of semesters) _____

Coursework Related to Objective _____

Undergraduate Honors, Scholarships, Special Research _____

Campus Activities/Organizations _____

Graduate College/University _____
City/State _____ Dates Attended _____
Degree Earned _____ Date Received _____
Major _____
Focus Area _____
Graduate GPA _____
Research Topic _____

Thesis, Published Articles, Research Papers, Honors _____

Campus Activities/Organizations _____

WORK EXPERIENCE

Organization Name _____
City/State _____ Dates Employed _____
Reason for Change _____
Position Held _____
Training Programs Attended _____

Responsibilities, Achievements, Skills Learned or Used _____

Organization Name _____
City/State _____ Dates Employed _____
Reason for Change _____
Position Held _____
Training Programs Attended _____

Responsibilities, Achievements, Skills Learned or Used _____

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City/State _____ Dates Employed _____
Reason for Change _____
Position Held _____
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Responsibilities, Achievements, Skills Learned or Used _____

Organization Name _____
City/State _____ Dates Employed _____
Reason for Change _____
Position Held _____
Training Programs Attended _____

Responsibilities, Achievements, Skills Learned or Used _____

LICENSES/CERTIFICATIONS

COMPUTER SKILLS

Hardware Knowledge _____
Languages _____
Software Proficiencies _____

FOREIGN LANGUAGES

Written/Reading Knowledge _____
Spoken Proficiencies _____

RELATED VOLUNTEER/COMMUNITY SERVICE EXPERIENCE

Organization _____ Dates Actively Involved _____
Purpose of Group _____ Size of Group _____
Leadership Positions Held _____
Projects/Jobs Completed _____

Organization _____ Dates Actively Involved _____ Purpose of Group _____
Leadership Positions Held _____
Projects/Jobs Completed _____

OTHER RELATED SPECIAL SKILLS OR EXPERIENCES

RELATED HOBBIES OR RECREATIONAL INTERESTS

PROFESSIONAL ORGANIZATIONS

PROFESSIONAL REFERENCES

Name _____ Position Title _____
Business Address _____
City/State/Zip _____
Business Phone _____ Business Fax _____
E-mail Address _____

Name _____ Position Title _____
Business Address _____
City/State/Zip _____
Business Phone _____ Business Fax _____
E-mail Address _____

Name _____ Position Title _____
Business Address _____
City/State/Zip _____
Business Phone _____ Business Fax _____
E-mail Address _____

Fort Hays State University
Career Services Office ♦ Sheridan Hall 214 ♦ Hays, KS 67601
(785) 628-4260 ♦ FAX: (785) 628-4093 or careers@fhsu.edu
<http://www.fhsu.edu/career>

Resume Worksheet

(use this sheet to write in your information)

Your Name

email address

Current Address

Street

City, State Zip Code

Home phone

Permanent Address

Street

City, State Zip Code

Home phone

Career Objective To work as . . .

Education

Name of College

Degree(s) earned

Major: , Minor:

Graduation Date

G.P.A.

Employment History

Job Title - Name of Company From (date) to (date)
Description of duties and responsibilities in this position

Job Title - Name of Company From (date) to (date)
Description of duties and responsibilities in this position

Job Title - Name of Company From (date) to (date)
Description of duties and responsibilities in this position

Honors and Activities

Honor/Activity #1

Honor/Activity #2

Honor/Activity #3

Skills and Interests (as they relate to your career choice)

Skill/Interest #1

Skill/Interest #2

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