The Resume Worksheet

Fill out this worksheet the best you can. You may not fill up the whole thing, or you may need more spaces then are provided, both of which are perfectly fine. Feel free to include extra notes if needed.

Once you are finished, bring in the worksheet to meet with a Peer Advisor and create your professional resume!

Home Address

_____
Street Address

_____
City, State, Zip

_____
Name

_____
E-mail Address

_____
Phone Number

Campus Address

CMR _____, 23 Romoda Drive
Canton, NY, 13617

Education

St. Lawrence University, Canton, NY

Bachelor of _____ Degree, Anticipated May/December _____

Major(s): _____

Minor(s): _____

GPA (optional): __ . __ __ __ /4.000 Major GPA (optional): __ . __ __ __ / 4.000

Study Abroad: _____, _____, _____, _____
Institution Name City Country Semester

Honors/Awards (i.e. Dean's List, Scholarships, Inductions): _____

_____

_____

_____

Internship/Work Experience

_____, _____, _____, _____ _____
Job Title Organization/Company Name City State (abv.) Dates

Responsibilities include(d):

-
-
-

_____, _____, _____, _____ _____
Job Title Organization/Company Name City State (abv.) Dates

Responsibilities include(d):

-
-
-

_____, _____, _____, _____ _____
Job Title Organization/Company Name City State (abv.) Dates

Responsibilities include(d):

-
-
-

_____, _____, _____, _____ _____
Job Title Organization/Company Name City State (abv.) Dates

Responsibilities include(d):

-
-
-

Campus Activities (i.e. clubs, organizations, athletics, Greek life)

_____, _____, St. Lawrence University, Canton, NY _____
Position Title (i.e. Member, Secretary) Club/Organization Name Dates

Responsibilities include(d):
-
-

_____, _____, St. Lawrence University, Canton, NY _____
Position Title (i.e. Member, Secretary) Club/Organization Name Dates

Responsibilities include(d):
-
-

_____, _____, St. Lawrence University, Canton, NY _____
Position Title (i.e. Member, Secretary) Club/Organization Name Dates

Responsibilities include(d):
-
-

Volunteer Work

_____, _____, _____, _____ _____
Title Organization/Company Name City State (abv.) Dates

Responsibilities include(d):
-

_____, _____, _____, _____ _____
Title Organization/Company Name City State (abv.) Dates

Responsibilities include(d):
-

Computer Skills (i.e. Microsoft Office, Photoshop, SPSS)

Language Skills (i.e. Fluent in French, Advanced Spanish, Basic Italian)

Special Training/Certification (i.e. CPR, First Wilderness Responder)

Additional Information (i.e. Related Coursework, Research Projects, Conferences, Professional Associations, Publications, Presentations)