**To add your own information, go to File > Make a copy or File > Download > [Choose file type].** Resume Worksheet

# NAME AND CONTACT INFORMATION

Fill in the basic information that will go at the top of your resume. Learn more about this section [here](https://www.themuse.com/advice/heres-exactly-what-should-be-included-in-your-resumes-header).

|  |
| --- |
| Name: |
| Email address: |
| Phone number: |
| Location: |
| LinkedIn profile URL: |
| Personal website/portfolio URL: |

# RESUME HEADLINE (OPTIONAL)

A resume headline isn’t required but can help grab the reader’s attention and convince them to keep reading. It’s easiest to write when you know what kind of role you’re looking for but you can start brainstorming even if you aren’t sure. Note that what you jot down here won’t be your finished resume headline, just some thoughts to get you started. Learn more about this section [here](https://www.themuse.com/advice/what-is-resume-headline-examples).

# Job titles that describe you:

Think of actual titles you’ve had as well as titles you’d want.

|  |  |  |
| --- | --- | --- |
|  |  |  |
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#

# Phrases that describe key experience or achievements:

Write down the ones that are most relevant to the kind of position you’re interested in. If you’re not sure what that is, write down the things you’re most proud of.

|  |
| --- |
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# RESUME SUMMARY (OPTIONAL)

A resume summary also isn’t required but can help tell the reader a coherent story about who you are and what you bring to the table. It’s usually a short paragraph at the top of your resume; you can pair it with a resume headline or let it stand alone. If you know what kinds of roles you’re aiming for, jot down your thoughts with those in mind. Note that this won’t be your finished resume summary. You’ll have to shape your initial thoughts into a tight statement, but when you do that, you’ll be able to draw on the info you wrote down under the “Resume Headline” section above along with what you have below. Learn more about this section [here](https://www.themuse.com/advice/3-resume-summary-examples-thatll-make-writing-your-own-easier).

# Adjectives that describe you:

|  |  |  |
| --- | --- | --- |
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# What are your strengths? What have you done or what can you do that makes you stand out?

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# WORK OR PROFESSIONAL EXPERIENCE

This is probably the meatiest part of your resume. List all the jobs you’ve had, starting with the most recent and working backward (you can copy and paste to add as many as you need). If you already know what kinds of roles you’re targeting, keep those in mind when you’re writing down your responsibilities, achievements, and skills: Which are most applicable and transferable to your target positions? Learn more about writing strong bullet points [here](https://www.themuse.com/advice/how-to-write-resume-bullets-thatll-make-the-hiring-manager-pay-attention) and [here](https://www.themuse.com/advice/how-to-quantify-your-resume-bullets-when-you-dont-work-with-numbers), and don’t forget to use action verbs like [these](https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome).

# Current or most recent position:

|  |
| --- |
| Job title: |
| Organization: |
| Dates held: |
| Location of organization: |
| What were your responsibilities in this role? |
| What did you achieve in this role? How did your work help your team or company? What are you most proud of?  |
| What skills did you use in this role (technical skills, soft skills, etc.)? |

# Previous position #1:

|  |
| --- |
| Job title: |
| Organization: |
| Dates held: |
| Location of organization: |
| What were your responsibilities in this role? |
| What did you achieve in this role? How did your work help your team or company? What are you most proud of?  |
| What skills did you use in this role (technical skills, soft skills, etc.)? |

# Previous position #2:

|  |
| --- |
| Job title: |
| Organization: |
| Dates held: |
| Location of organization: |
| What were your responsibilities in this role? |
| What did you achieve in this role? How did your work help your team or company? What are you most proud of?  |
| What skills did you use in this role (technical skills, soft skills, etc.)? |

# Previous position #3:

|  |
| --- |
| Job title: |
| Organization: |
| Dates held: |
| Location of organization: |
| What were your responsibilities in this role? |
| What did you achieve in this role? How did your work help your team or company? What are you most proud of?  |
| What skills did you use in this role (technical skills, soft skills, etc.)? |

# Previous position #4:

|  |
| --- |
| Job title: |
| Organization: |
| Dates held: |
| Location of organization: |
| What were your responsibilities in this role? |
| What did you achieve in this role? How did your work help your team or company? What are you most proud of?  |
| What skills did you use in this role (technical skills, soft skills, etc.)? |

# EDUCATION

Write down schools and programs you’ve attended, including study abroad and online programs, starting with the most recent and working backward (you can copy and paste to add as many as you need). If you have any kind of college degree, you may decide to leave your high school off your resume. Learn more about this section [here](https://www.themuse.com/advice/how-to-and-how-not-to-list-education-on-your-resume).

# Current or most recent education:

|  |
| --- |
| Degree: |
| Year received or expected: |
| School: |
| Location of school: |
| Majors, minors, and concentrations: |
| GPA: |
| Relevant coursework: |
| Honors or awards:  |
| Major achievements or projects: |

# Previous education:

|  |
| --- |
| Degree: |
| Year received or expected: |
| School: |
| Location of school: |
| Majors, minors, and concentrations: |
| GPA: |
| Relevant coursework: |
| Honors or awards:  |
| Major achievements or projects: |

# SKILLS

You should always think about your skills in context, listing how you used them under the relevant work experience. However, you can also create a skills section to highlight technical skills as well as any language skills you have. If you already know what kinds of roles you’re targeting, look at job descriptions to see what kinds of skills recruiters and hiring managers might expect on your resume. Learn more about this section [here](https://www.themuse.com/advice/every-basic-question-you-have-about-your-resume-skills-section-answered).

**Technical skills:**

List any technical skills you have. Think about tools, programs, and software you’ve used. It can help to jot down a few notes about where and how you used each skill.

|  |
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# Languages:

List any languages you speak, read, or write, and indicate your level (fluent, proficient, basic, etc.)

|  |
| --- |
|  |
|  |

# PROFESSIONAL CERTIFICATIONS (OPTIONAL)

In some fields, professional certifications are common and expected. If you have any certifications, write them down here starting with the most recent and working backward (you can copy and paste to add as many as you need).

# Most recent certification:

|  |
| --- |
| Name of certification: |
| Date received: |

# Previous certification:

|  |
| --- |
| Name of certification: |
| Date received: |

# VOLUNTEER EXPERIENCE (OPTIONAL)

If you’ve done any volunteer work at all, write it down here, starting with the most recent and working backward (you can copy and paste to add as many as you need). Unpaid experience can be just as valuable as paid experience, so think about it just as you did your past jobs above.

# Most recent volunteer experience:

|  |
| --- |
| Your title (could be “volunteer” or more specific): |
| Organization: |
| Dates: |
| Location of organization: |
| What did you do as a volunteer? |
| Are there any specific results you know came out of your work? |

# Other/previous volunteer experience:

|  |
| --- |
| Your title (could be “volunteer” or more specific): |
| Organization: |
| Dates: |
| Location of organization: |
| What did you do as a volunteer? |
| Are there any specific results you know came out of your work? |

# PROFESSIONAL AFFILIATIONS (OPTIONAL)

If you’re a member of any professional groups or organizations, list them here, starting with the most recent and working backward (you can copy and paste to add as many as you need). If you know what kinds of roles or what industry you’re targeting, make sure you list affiliations that are relevant to those.

# Most recent affiliation:

|  |
| --- |
| Organization: |
| Dates: |
| Position(s) held: |
| Duties and accomplishments: |

# Other/previous affiliation:

|  |
| --- |
| Organization: |
| Dates: |
| Position(s) held: |
| Duties and accomplishments: |

# ACTIVITIES (OPTIONAL)

Are there other extracurriculars or informal activities you’ve participated in that are important to you? Write them down here, starting with the most recent and working backward (you can copy and paste to add as many as you need). If you already know what kinds of roles you’re targeting, keep those in mind here and focus in particular on relevant activities.

# Most recent activity:

|  |
| --- |
| Activity or organization: |
| Dates: |
| Position(s) held: |
| Duties and accomplishments: |

# Other/previous activity:

|  |
| --- |
| Activity or organization: |
| Dates: |
| Position(s) held: |
| Duties and accomplishments: |

# HOBBIES AND INTERESTS (OPTIONAL)

What else are you passionate about? How have you pursued those hobbies and interests? If you already know what kinds of roles you’re targeting, keep those in mind here and focus especially on any hobbies or interests that are related.

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