

BUILD YOUR RESUME

Use the following worksheet to collect all the information that you will need to include in your resume. Fill out each category to the best of your ability.

I. HEADER

Name

Address

Phone

Email

2. SUMMARY OF QUALIFICATIONS

3a. WORK EXPERIENCE

Company Name

City/State

Job Title

Dates

List 3 Accomplishments / Responsibilities

Company Name

City/State

Job Title

Dates

List 3 Accomplishments / Responsibilities

3a. WORK EXPERIENCE (CONT.)

| | |
|---|------------|
| Company Name | City/State |
| Job Title | Dates |
| List 3 Accomplishments / Responsibilities | |
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| <hr/> | |
| <hr/> | |

3b. VOLUNTEER

| | |
|---|------------|
| Organization Name | City/State |
| Volunteer Title | Dates |
| List 3 Accomplishments / Responsibilities | |
| <hr/> | |
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| | |
|---|------------|
| Organization Name | City/State |
| Volunteer Title | Dates |
| List 3 Accomplishments / Responsibilities | |
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4. EDUCATION

| | |
|----------------------|-----------------|
| College | Major |
| Degree / Certificate | Graduation Date |
| High School | Graduation Date |

5. PROJECTS

Course Name _____ Project Title _____

Project Details _____

Course Name _____ Project Title _____

Project Details _____

6. COURSEWORK (RELATED TO JOB)

7. SKILLS

8. LEADERSHIP

YOU'RE ALMOST DONE!

Take a short break and then come back to your resume for some proofreading, the final step to make sure your document is free of errors. Make sure you don't overlook any mistakes that will prevent you from making a great first impression. Use the checklist on the back of this form that to ensure your resume is ready to submit. For more information on how to format your resume, contact a job placement coordinator at LandUrDreamJob@gmail.com or call us at (650) 738-4337.

RESUME CHECKLIST

FORMAT/ORGANIZATION

IN PROGRESS

NEED TO REVIEW

COMPLETED

| | | | |
|--|--|--|--|
| The sequence, arrangement, and prioritization of information is clear | | | |
| The resume has the crucial elements (contact, experience, education, etc.) | | | |
| The chosen resume type is appropriate for job application (refer to the resume guide for more information) | | | |
| The top half of the resume has your most important qualifications | | | |
| PRESENTATION | | | |
| The layout directs readers' attention and makes a strong impact | | | |
| READABILITY | | | |
| Formatting such as underlining, bold, italics, all caps, fonts, point size, color, etc. is consistent and easy to read | | | |
| CONSISTENCY | | | |
| Voice, tense, style, punctuation, typography, etc. are consistent | | | |
| Past tense is used for past jobs | | | |
| Present tense is used for current jobs | | | |
| GRAMMAR & SPELLING | | | |
| There are no misspellings or typos | | | |
| The resume is free from punctuation issues, grammatical errors, or awkward phrasing | | | |
| There are no abbreviations (except for industry terms and states) | | | |

Notes

Skyline College has career counselors, job placement coordinators, and faculty who are eager to help you from beginning to end. Contact us at LandUrDreamJob@gmail.com, or call us at (650) 738-4337 to schedule an appointment and receive more one-on-one support.