



This workbook is designed to collect the information relevant to drafting your résumé. It will provide a starting point for discussion to fully understand your skills, experiences, and interests to develop a unique, personalized, dynamic résumé. It will also assist you in preparing for completing application forms and responding to interview questions.

INSTRUCTIONS

Please complete all sections. Recalling the various areas in the résumé worksheet may take some time. It would be best to answer questions for a set amount of time (e.g., 30 minutes), take a break, and return to reviewing and revising the information. Many times, details are recalled during the self-review period.

Note: If you completed the skills and interests questionnaire, responses to those questions will help you complete this workbook.

PERSONAL INFORMATION

Name (first and last name)	
Location (city/state)	
Phone/Cell (including area code)	(###) ###-####
Email	xxxxxx@xxxx.xxx <i>Tip: Use a professional email address such as First.Last@gmail.com</i>
LinkedIn URL (if applicable)	
Other websites/social media *	

* Website and social media accounts can be applicable in certain situations, depending on the content and purpose of the profiles. If your website or social media presence showcases your academic achievements, projects, artwork, or other relevant content, you may want to include the URL on your résumé.

Laying the Foundation

This section serves to capture more details to help build a résumé.

OBJECTIVE (Summary)

The objective (summary) grabs the recruiter's or hiring manager's attention by highlighting your interest and qualifications for a particular school/major or job posting. Below are questions categorized to guide you when creating an objective or summary for a resume for either a college/trade school application or job application.

College/Trade School Application

- Why are you interested in a
 - Particular school?
 - Specific major/ field of study?
- What related accomplishments do you have?
- What aspirations do you want to achieve at school?

Job Application

- What kind of organization (company) would you like to work for?
- What type of position are you seeking?
- What experiences/responsibilities are you looking for in a new position?

Responses

Draft your objective (summary)

Example 1: Aspiring college student seeking admission to [College Name] to pursue a major in mathematics. As a proud member of the 2023 NJ high school state champion academic bowl team, Quizmasters, I am excited to apply my analytical thinking, problem-solving skills, and experience in a college environment. My ambition is to explore the practical applications of mathematics in a professional environment and contribute to its ever-evolving field.

Example 2: Motivated video game artist and high school student passionate about creating immersive and visually captivating gaming experiences. I am eager to launch my career in the dynamic world of video game artistry by joining a creative team where I can contribute my artistic talents, attention to detail, and enthusiasm for gaming. Committed to learning and growth, I aim to develop my skills further and help bring unique and engaging game worlds to life.

EDUCATION

High school name and location			
Years attended and expected/actual graduation date.			
GPA (weighted/unweighted)	Weighted		Unweighted
SAT/ACT Scores			
Relevant classes			

ACHIEVEMENTS/AWARDS

What notable achievements have you accomplished? What awards, academic honors, or scholarships have you received?

--

SKILLS

What skills do I possess relevant to the opportunities I'm pursuing? (Consider computer skills, foreign languages, certifications, or specialized skills.)

--

EXPERIENCE

Please describe your work experience, starting with the most recent experience and working backward. (Refer to examples on how to capture the information.)

Experience can come from various areas. Some common places individuals can build practical skills that are transferable in the workplace may include but are not limited to jobs, volunteer organizations, school activities (clubs, honor society, student council), classroom projects, and sports.

Months & Years (most recent first)	Position or Job Title	Company/ Organization Name	Location	Responsibilities	Special Projects & Accomplishments
6/23 – 8/23	Lifeguard	Smith County Community Lake	Smithville, NJ	<ul style="list-style-type: none"> • Watched over kiddie area swimmers • Advised swimmers of unacceptable behavior 	Lifeguard certification
9/22 -present	Student Council President	Smithville High School	Smithville, NJ	<ul style="list-style-type: none"> • Facilitate student council meetings • Coordinate the work of the council • Serves as a liaison to faculty and administrators 	Organized and led a school-wide food pantry charity drive for a local non-profit

Use the pages in the back of the workbook if you need more room.

STARs

STAR stands for **S**ituation, **T**ask, **A**ction, and **R**esult. The STAR methodology provides a framework for identifying examples of your accomplishments. STARs may come from various experiences but are not limited to jobs, volunteer organizations, school activities (clubs, honor society, student council), classroom projects, and sports.

TIP: How can you turn a particular project or accomplishment identified in the [experience section](#) into a STAR?

S	Describe the situation in general. What was the purpose of the project? Why did the project get started?
T	Describe your responsibilities. What was your role? How did you apply your skills and strengths?
A	List the activities/actions you took to accomplish the task.
R	Describe the outcome. When possible, include quantitative data (e.g., revenue, sales, expenses, capacity, time, etc.)

Date(s)	
Organization/ Company	
Situation	
Task	
Activity	
Result	

Date(s)	
Organization/ Company	
Situation	
Task	
Activity	
Result	

Date(s)	
Organization/ Company	
Situation	
Task	
Activity	
Result	

Use the pages in the back of the workbook if you have more STARs.

COMPUTER SKILLS

Please indicate your computer skills with an X or other notation. Use the “other” category to add skills not listed.

Category	Tool	Proficiency					
		Basic	Proficient	Intermediate	Advanced	Unsure	No Experience
Microsoft Office	Word						
	Excel						
	Outlook						
	PowerPoint						
Google Drive	Docs						
	Sheets						
	Slides						
	Forms						
	Sites						
Programming	HTML						
	CSS						
	JavaScript						
	SQL						
	Python						
Graphics	Photoshop						
	Illustrator						
	Acrobat						
Other							

LANGUAGE SKILLS

Please describe your language skills, including the level of proficiency (Proficient, Fluent).

Language #1		Language #2		Language #3	
Spoken	Proficiency	Spoken	Proficiency	Spoken	Proficiency

OTHER SKILLS

Please use this space to describe additional information (e.g., skills) not addressed in previous sections.

PERSONAL QUALITIES

Below are some characteristics employers look for in a potential employee. To make a good impression, it is important that you can demonstrate these qualities. The more you show these characteristics, the more attractive you will be to potential employers.

Tip: When considering how you have demonstrated the different skills and abilities, look at all areas of your life (e.g., school, volunteer, work, sports, etc.).

Teamwork

Give an example(s) where you have played an active role on a team. What did you contribute and learn as a team member?

Year	Organization (school/work/volunteer)	Example

Drive & Initiative

Give two examples of where you took responsibility (for a task or project) and what you were able to achieve.

Year	Organization (school/work/volunteer)	Example

Communication & Interpersonal Skills

Consider when you encountered a difficult situation with another student or persuaded someone to see your perspective. What was the scenario, how did you approach the problem, and what was the outcome?

Year	Organization (school/work/volunteer)	Example

Knowledge Sharing

Give two examples where you could teach or have taught something to someone else.

Year	Organization (school/work/volunteer)	Example

REFERENCES

This is a place to capture information about people you would indicate as a reference on a job application. The information will not be included in your résumé.

	Contact #1	Contact #2	Contact #3
Name			
Position Title			
Organization			
City, State			
Phone Number			
Email			
Relationship			

Extra Worksheets

Experience

Months & Years (most recent first)	Position or Job Title	Company/ Organization Name	Location	Responsibilities	Special Projects & Accomplishments

STARs

Date(s)	
Organization/ Company	
Situation	
Task	
Activity	
Result	

Date(s)	
Organization/ Company	
Situation	
Task	
Activity	
Result	