

# Resume Worksheet

1. List any jobs not currently on your resume. Make sure to include the following info for each position:

- Job title
- Company name
- City & State where you worked
- Start and end dates (month and year)
- Job responsibilities
- 2 or more of your accomplishments in the job (be specific and try to include numbers wherever possible: ex. Managed a team of 6 employees, managed a budget of \$XX, received 23 customer compliments, improved productivity by 14%, etc.)

2. If this info isn't already on your resume, describe your education. For each degree earned or worked on list:

- Name of institution including city & state
- Dates attended
- Graduated? y/n
- Degree earned or worked toward (ex. B.A. Psychology, M.F.A. Creative Writing, etc.)
- Additional info (honors, minor, academic focus, etc.)

3. Describe your professional self in 3 words (ex. Dedicated, hard-working, innovative, customer-focused, etc.)

4. Send a link or copy/paste a job posting (or job description) similar to the type of job you'll be applying for with your new resume. If you're targeting multiple job types, send a link/job description for each.

5. Provide any additional information I should consider when writing your resume.

6. The best number to reach you for questions, etc.