

Resume Worksheet

YOUR NAME

Address • City, State • Email • Cell Number

Objective:

To obtain the _____ position using skills in _____, _____ and _____

Skills & Qualifications:

- Demonstrated experience in _____
- Proven ability to _____
- Strong background in _____
- Proficient in _____

Education:

Bachelor of _____
California State University, Fresno (Fresno State)

[expected] Mo/Yr
GPA: _____

Relevant Coursework:

- _____
- _____
- _____
- _____
- _____
- _____

Relevant Experience:

_____, _____, _____, _____, _____
Title Organization Name City State Mo/Yr to Mo/Yr

• _____ + _____ + _____
Power Verb How you completed the action Results & Outcomes

• _____

• _____

_____, _____, _____, _____, _____
Title Organization Name City State Mo/Yr to Mo/Yr

• _____ + _____ + _____
Power Verb How you completed the action Results & Outcomes

• _____

• _____

Leadership Experience:

_____, _____, Fresno State
Title Student Organization Name Mo/Yr to Mo/Yr

• _____

• _____

_____, _____, _____, _____, _____
Title Organization Name City State Mo/Yr to Mo/Yr

• _____

• _____

Memberships/Awards:

_____, _____, Fresno State
Member Student Organization Name Mo/Yr to Mo/Yr

_____, _____, _____, _____, _____
Title of Award Organization Name City State Mo/Yr to Mo/Yr