

# Resume Worksheet

Name: (First M. Last) \_\_\_\_\_

Social Security: (optional) \_\_\_\_\_

Objective: (optional) \_\_\_\_\_

Education: (optional) \_\_\_\_\_

Below are resume categories. List the following activities you have participated in and include a short description of duties/roles/responsibilities under each. Include the year(s), length of time involved, grade level, degree/level of the accomplishment, etc.

## LEADERSHIP

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## AWARDS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## COMMUNITY SERVICE/VOLUNTEER

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

•

---

**EXTRA CURRICULAR/CLUBS/ORGANIZATIONS**

•  
•  
•  
•  
•  
•  
•  
•

---

---

---

---

---

---

---

---

---

**ATHLETICS**

•  
•  
•  
•  
•  
•  
•  
•

---

---

---

---

---

---

---

---

---

**EMPLOYMENT**

•  
•  
•  
•  
•  
•  
•

---

---

---

---

---

---

---

---

**SKILLS/HOBBIES/TECHNOLOGY**

•  
•  
•

---

---

---

**REFERENCES: (optional)**

**NEXT:**

- a) Number the categories in order of higher stress or importance. It is not necessary to include all categories. Pick the most valuable categories that represent you.
- b) Add ACTION WORDS to stress activities/accomplishments/roles/responsibilities
- c) Revise or have a friend/teacher/counselor/parent review
- d) Pick a format using Resume Wizard or look at a sample format to create your own
- e) Revise again!