

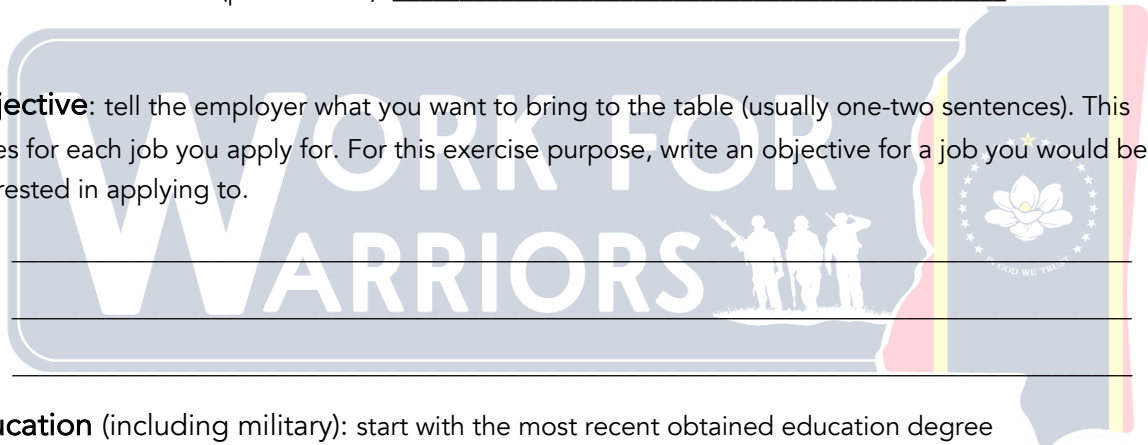
Gathering your Information

A guide to help you build your professional resume

Header: your contact information

- Name: _____
- Street Address: _____
- City, State and Zip Code: _____
- Phone Number: _____
- Email Address (professional): _____

Objective: tell the employer what you want to bring to the table (usually one-two sentences). This varies for each job you apply for. For this exercise purpose, write an objective for a job you would be interested in applying to.



Education (including military): start with the most recent obtained education degree

- **Education #1:**
 - Degree (high school diploma, bachelors/master degree): _____
 - School/University: _____
 - Start and End year of education at this institution: _____
 - GPA: _____
- **Education #2:**
 - Degree (high school diploma, bachelors/master degree): _____

- School/University: _____
- Start and End year of education at this institution: _____
- GPA: _____

• **Education #3:**

- Degree (high school diploma, bachelors/master degree): _____
- School/University: _____
- Start and End year of education at this institution: _____
- GPA: _____

• **Military Education:**

- Name of Course: _____
- Branch of service: _____
- City: _____
- State: _____

• **Military Education:**

- Name of Course: _____
- Branch of service: _____
- City: _____
- State: _____

• **Military Certificate:**

- Name of Course: _____
- Branch of service: _____

○ City: _____

○ State: _____

• **Military Certificate:**

○ Name of Course: _____

○ Branch of service: _____

○ City: _____

○ State: _____

Skills: Select all that apply



Computer technology

Communication

Marketing

Teamwork

Problem Solving

Leadership

Time Management

Flexibility

Programming

Web and Social Skills

Microsoft Office

Blogging

Speak multiple languages

Event Management

First aid skills

Practical skills (plumbing, decorating, manufacturing, etc.)

Work Experience: If you do not have work experience, you can substitute for volunteer experience. If you have both, list the volunteer experience after work experience. Depending on what resume format you choose, you may benefit from including both.

- **Job #1:**

- Position title: _____
- Beginning month and year: _____
- Ending month and year (write present if you still work there): _____
- Duties: you should list several (4-7)

③ _____

③ _____

③ _____

③ _____

③ _____

③ _____

③ _____

- Accomplishments or responsibilities:

③ _____

③ _____

③ _____

③ _____

- **Job #2:**



- Position title: _____
- Beginning month and year: _____
- Ending month and year (write present if you still work there): _____

○ Duties: you should list several (4-7)

- ③ _____
- ③ _____
- ③ _____
- ③ _____

○ Accomplishments or responsibilities:

- ③ _____
- ③ _____
- ③ _____
- ③ _____

• **Job #3:**

- Position title: _____
- Beginning month and year: _____
- Ending month and year (write present if you still work there): _____

- Duties: you should list several (4-7)

③ _____

③ _____

③ _____

③ _____

③ _____

③ _____

③ _____

- Accomplishments or responsibilities:

③ _____

③ _____

③ _____

③ _____

- **Job #4:**

- Position title: _____
- Beginning month and year: _____
- Ending month and year (write present if you still work there): _____
- Duties: you should list several (4-7)

③ _____

③ _____

③ _____

③ _____

③ _____

③ _____

③ _____

o Accomplishments or responsibilities:

③ _____

③ _____

③ _____

③ _____

Other possible skills:

• Awards:

o _____

o _____

o _____

• Language Skills:

o _____

o _____

o _____

• Membership:

o _____

o _____

o _____



• Other: _____

○ _____

○ _____

○ _____

