

# Resume Worksheet

**Overwhelmed with what you need to build your resume? Let's start here! Use this worksheet to brainstorm all the essentials to make the best resume you can!**

Before you start working on the meat of your resume, think about the job you want. Knowing what jobs you're looking for will help you cater your resume to that job. Write down the title or position name for the job(s) you want.

Many employers use algorithms which find “keywords” from their applications and prioritize resumes that use them. Read the job posting you want to apply for a few times. Find specific words in the text of what they are looking for in an applicant like "multitasker" and write these words down. (If you haven't found a job posting yet, write down what comes to mind when you think of a job you want.) **You will refer back to these keywords later.**



**3.** We'll work on your skills next. What we mean by "skills" are tactile things you can perform, like "welding" or "speak Spanish." You'll tackle your "multitasking" later. In this table, we've listed some of the typical skills employers look for in a candidate. Then, write down your proficiency in the next box. For the certificates, list in the second box the name of the certification. For any skills specific to you or the job you're looking for which we may have missed, use the blank spaces below.

<b>Skill</b>	<b>Proficiency (Beginner, Average, Expert) and/or Type of Certificate</b>
Teacher's Certification	
Spanish Speaking	
French Speaking	
Other Foreign Language(s)	
Word	
Excel	
Graphic Design	
Typing (list word per min.)	
Computer Programming	
First Aid Certification	
Nursing Certification	
Driver's License	
Counseling/Psychology certification	
CPR Certification	

**4.** Now, let's think about you as a person, and what you can bring to your next job. Think of your broader attributes and write them down below. Refer back to the keyword list on page 1 and write any down which you feel you possess. Remember: employers use algorithms to find keywords in applicants' resumes! Including keywords makes you more likely to get the interview.

**5.** Have you done any volunteering? Write down the organizations you volunteered for, for how long, and if you know the specific hours you volunteered.

**6.** Are you part of any clubs or organizations? How long have you been a member? Have you ever been an officer? What position and what years? Write the answers to these questions here.

**7.** List your previous work experiences. Include where you worked, when you worked there, your position/title, and how long you worked there.  
(When considering what jobs to include on your resume, ask yourself this: Is the job older than a decade? Is the job relevant to the position? If you answer “no” to either of these questions, consider leaving it off the resume.)

In the next few pages, you’re going to break down these jobs into the accomplishments you’ve made and the duties you performed. First, just brainstorm. Spitball. Put down everything you can think of that you’ve done. Then, take three or four of them and make them into bullet-pointed phrases or short sentences. These will be what you will list on the resume itself, right under the basic information you listed above.

Things to consider while you do this:

- Employers today want accomplishments instead of listing the “duties” you performed.
  - It’s especially great to have numbers and figures to back them up.  
Ex: “Increased productivity by 20%”
  - If you don’t have that information, it’s okay to make a more broad statement.  
Ex: “Created new filing system to improve productivity”
  - Never, ever make up accomplishments! This will hurt you later.
- Aim for short sentences and phrases for these accomplishments, not paragraphs. You have **seconds** to capture an employer’s attention. Use it wisely. For example:
  - AVOID: *One of my greatest accomplishments was improving productivity. I did this by straightening up the warehouse, and working with the secretary to create a new filing system for customer orders. This improved productivity by 20%.*
  - INSTEAD DO: *Improved productivity by 20% by implementing new system for customer orders and extensive reorganization.*

JOB ONE: \_\_\_\_\_

Use the space below to brainstorm. Think of everything you did well, every improvement you made, major accomplishments from your time here. Write it all out below!

Now, take three or four of the best. Fill in the bullet points below with a short phrase or sentence. On your resume, under "Employment", you will list the job, information like where and when, and then these bullet points below.

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JOB TWO: \_\_\_\_\_

Use the space below to brainstorm. Think of everything you did well, every improvement you made, major accomplishments from your time here. Write it all out below!

Now, take three or four of the best. Fill in the bullet points below with a short phrase or sentence. On your resume, under "Employment", you will list the job, information like where and when, and then these bullet points below.

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JOB THREE: \_\_\_\_\_

Use the space below to brainstorm accomplishments one last time!

*Have more jobs? First, ask yourself those questions once more: How old is it? Is it relevant? If you still want to include them, complete this exercise for those jobs on a scrap piece of paper.*

Now, take three or four of the best. Fill in the bullet points below with a short phrase or sentence.

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This should be everything you'll need to build yourself an excellent resume! You may have noticed some of these prompts were numbered. On the next sheet you will see a sample resume that is also numbered, so you know where the information should go. You don't need to use this sample, exactly—make your resume your own! There are many resume templates online that you can find. Now, get to it! Happy job hunting!