

# Seaver College Career Center

Pepperdine University • Tyler Campus Center, Suite 270 • (310) 506-4184



## RESUME WORKSHEET

This worksheet is designed to help you develop the content of your resume. Fill out each of the relevant sections as thoroughly as possible. Once you have completed this worksheet use our Resume 101 Guide to help you structure and write your resume.

### **CONTACT INFORMATION:** (Current information)

Name : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **EDUCATION:** (College and Beyond)

School Name: \_\_\_\_\_

School Location: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Emphasis: \_\_\_\_\_ Focus: \_\_\_\_\_

GPA: \_\_\_\_\_

### **EXPERIENCE:** (Work, Internship, and Volunteer Experience/ On and Off campus)

Company : \_\_\_\_\_

Location: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Tasks/Accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company : \_\_\_\_\_

Location: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Tasks/Accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company : \_\_\_\_\_  
Location: \_\_\_\_\_ Position: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Tasks/Accomplishments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTIVITIES** (On and Off Campus)

Organization : \_\_\_\_\_  
Location: \_\_\_\_\_ Position: \_\_\_\_\_  
Dates of Participation: \_\_\_\_\_ to \_\_\_\_\_

Organization : \_\_\_\_\_  
Location: \_\_\_\_\_ Position: \_\_\_\_\_  
Dates of Participation: \_\_\_\_\_ to \_\_\_\_\_

**LEADERSHIP** (On and Off Campus)

Organization : \_\_\_\_\_  
Location: \_\_\_\_\_ Position: \_\_\_\_\_  
Dates of Participation: \_\_\_\_\_ to \_\_\_\_\_

Tasks/Accomplishments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization : \_\_\_\_\_  
Location: \_\_\_\_\_ Position: \_\_\_\_\_  
Dates of Participation: \_\_\_\_\_ to \_\_\_\_\_

Tasks/Accomplishments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SKILLS** (Computer, Language, Technical, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_