

RESUME PREPARATION WORKSHEET



EDUCATION

Details (School name, major, expected graduation, etc.)	Achievements (academic awards, scholarships, recognitions, etc.)

VOLUNTEER/COMMUNITY ACTIVITIES

Organization Name	My Role (Title and/or Duties)	Concrete Skills I Learned and Applied	What I Achieved/Contributed (i.e. How I know I was an Effective Volunteer)

LEADERSHIP

Organization Name	My Role (Title and Duties)	Concrete Skills I Learned And Applied	What I Achieved/Contributed (i.e. How I Know I was a Leader)

INVOLVEMENT/GROUP MEMBERSHIP

Group Name	My Role (Title and Duties)	Concrete Skills I Learned And Applied	What I Achieved/Contributed (i.e. How I Know I was a Good Group Member)

WORK/INTERNSHIPS

Organization Name:	Location:
My Title:	Dates of Employment:
My Duties:	
Things I Did Well or Better than Others:	
How I Know I was a Good Employee/Intern:	
What I am Most Proud of:	

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My Title:	Dates of Employment:
My Duties:	
Things I Did Well or Better than Others:	
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How I Know I was a Good Employee/Intern:	
What I am Most Proud of:	

ADDITIONAL EXPERIENCES

Study Abroad Details	What I Learned/Experienced

Research Experience	My Role (Title and Duties)	Concrete Skills I Learned And Applied	What I Achieved/Contributed (i.e. How I Know I was a Good Researcher/Assistant)

Important Coursework	Major Project/Paper/Research/Experience	What I Accomplished (i.e. How my Knowledge Increased)