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## College Experience Worksheet for Resume Development

Use this worksheet to brainstorm aspects of your college experience that may be worthy of listing on your resume. On the lines provided, identify each experience that might be relevant to your future career and identify transferable skills and accomplishments from that experience. Print out more copies of this worksheet if you need more space. Don't be discouraged if you cannot think of major accomplishments for these experiences; just do the best you can.

### Class projects

- List research papers and projects

Project	Skills Used	Accomplishments

- List group projects

Project	Skills Used	Accomplishments

- List hands-on assignments and “real-world” experiences

Project	Skills Used	Accomplishments

- List laboratory experience

Project	Skills Used	Accomplishments

- List presentations

Project	Skills Used	Accomplishments

- List simulations

Project	Skills Used	Accomplishments

Now, brainstorm about these additional aspects of your college experience, including extracurricular, volunteer, and community activities:

- Did you participate in study-abroad programs? What skills did you demonstrate and what did you accomplish?

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- Did you write a software program, design a Web page? What skills did you demonstrate and what did you accomplish?

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- Did you excel in any competitions? What skills did you demonstrate and what did you accomplish?

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- Did you achieve a superlative, such as the highest grade, the best test score, the strongest essay? What skills did you demonstrate and what did you accomplish?

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- Did you have any creative accomplishments? Were any of your poetry, plays, stories, music, art published, performed, or exhibited? What skills did you demonstrate and what did you accomplish?

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- What leadership positions did you hold that demonstrate important skills? What skills did you demonstrate and what did you accomplish?

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- Did members of your group choose or elect you to a certain position based on special skills you possess? What skills were they, and what did you accomplish?

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- Did you choose to take on additional responsibilities? What skills did you demonstrate and what did you accomplish?

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- What are the kinds of things that your friends and classmates always ask you for help and advice about? What are your areas of expertise?

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- What community service projects did you undertake? What skills did you demonstrate and what did you accomplish?

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- Did you use organizational or managerial skills? How did you use them, and what did you accomplish?

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- What ideas did you come up with to improve your organization? What skills did you demonstrate and what did you accomplish?

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- Did you handle money or budgets? Did you raise, collect, or manage funds? What skills did you demonstrate and what did you accomplish?

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- Did you participate in sports, involving teamwork, competitive drive, and leadership? What skills did you demonstrate and what did you accomplish?

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- Apart from sports, how did you demonstrate teamwork or individual drive and determination?

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- Did you train, teach, or orient organization members? Did you speak in public or write for an audience? What skills did you demonstrate and what did you accomplish?

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- Did you employ problem-solving, conflict-resolution, or mediation skills? How did you demonstrate those skills and what did you accomplish?

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- Were you required to deal with the public? What skills did you demonstrate and what did you accomplish?

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- Did you respond to complaints or smooth ruffled feathers? Did you work with customers? What skills did you demonstrate and what did you accomplish?

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- Were you required to juggle many projects simultaneously under deadline pressure? What skills did you demonstrate and what did you accomplish?

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Finally, take a skills-based look at your college experience:

- In what ways did you exhibit interpersonal skills?

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- In what ways did you exhibit the ability to meet deadlines, thrive under deadline pressure?

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- In what ways did you exhibit the ability to handle multiple tasks?

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- In what ways did you exhibit the ability to achieve goals?

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- In what ways did you exhibit the ability to adapt?

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- In what ways did you exhibit writing skills?

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- In what ways did you exhibit research skills?

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