



Resume Components Worksheet

What follows is a worksheet organized as an outline of a typical chronological resume:

Identification/Contact Information

It is essential that a potential employer can reach you. This section should include your name, address, phone number(s), and e-mail address. College students often include a school address and a permanent home address. Fill in the contact information you plan to use here:

Job Objective and/or Headline and/or Branding Statement

You need at least one element to give your resume focus. A job objective is one option but not currently popular with employers. Other options include a "headline" used by itself or in combination with a branding statement. After reviewing Chapter 2 of our book *Surefire Resumes for New Graduates and Other Entry-Level Candidates*

(http://www.quintcareers.com/Quintessential_Careers_Press/Surefire_Resumes/Chapter2/page9.html), as well as this chapter of our book, *Words to Get Hired By*

(http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter1/page3.html), write below some ideas for an objective statement, headline, branding statement, or combined headline and branding statement. If you choose an objective statement, a good basic outline is:

Objective: To contribute strong _____ skills and experience to your firm

in a [name of position or job function]: _____ capacity.

Professional Profile/Qualifications Summary

Use our Resume Professional Profile/Qualifications Summary Worksheet (http://www.quintcareers.com/profile_summary_worksheet.pdf) to develop this section, and then transfer 3-7 bullet points for that section to the space below. This section can also be labeled with various other headings, such as “Summary of Strengths,” “Key Skills,” “Summary of Qualifications,” or “Qualifications.”

Education

For new college grads, this entry should be your next unless you have so much experience that your experience is a better selling point than your degree. For others with full-time work experience, this section should follow your experience section.

Fill in the blanks below for the preferred order for listing your degree(s). List most recent degree first:

[Name of degree, spelled out]: _____ in

[name of major]: _____,

[name of college/university]: _____,

[city, state/province/country of college/university]: _____,

[graduation date or expected date* (month and year for new grads; year only for established job-seekers)]: _____;

Minor(s): _____;

GPA [new grads only; list if 3.0 or above; can also separate out major GPA from cumulative:

So, your Education listing would look like this:

Bachelor of Business Administration in Finance, Syracuse University, Syracuse, NY, May 2009; Minor: Sociology; GPA: 3.87

* List your expected date if you haven't graduated yet – with or without the word “expected;” if the date is in the future, the employer will know you don't yet have the degree. Alternative to above listing:

Bachelor of Business Administration in Finance, Syracuse University, Syracuse, NY, expected May 2009; Minor: Sociology; GPA: 3.87

You can also list Honors, Awards, and Distinctions in your Education section or list them in a separate section. Once you've been out of college a few years, you can delete this section from your resume.

Professional Experience

This section can also be labeled "Experience," "Work History," or "Employment." We prefer "Experience" – especially for new college grads, because experience is broader than work history, allowing you to include major school projects that showcase your skills and abilities.

Information on a resume should be listed in order of importance to the reader. List experiences in reverse chronological order, starting with your most current experience. List each job in this preferred order: Title/position, name of employer, city/state of employer, dates of employment.

Next, synthesize and blend the information from our Resume and Cover Letter Customization Worksheet

(http://www.quintcareers.com/customization_worksheet.pdf),

College Experience Worksheet (http://www.quintcareers.com/college_experience_worksheet.pdf),

Transferable Skills Worksheet (http://www.quintcareers.com/transferable_skills_worksheet.pdf),

Accomplishments Worksheet (http://www.quintcareers.com/accomplishments_worksheet.html),

and Keywords Worksheet (http://www.quintcareers.com/keywords_worksheet.pdf)

to develop about 5 accomplishments-driven bullet points for each job. Also ensure you make use of action verbs (<http://www.quintcareers.com/action.html>) in your bullet points (an action verb usually leads off each bullet point).

Current or most recent job/internship/unpaid experience:*

[Title/position]: _____,

[name of employer]: _____,

[city/state/province/country of employer]: _____,

[dates of employment]: _____

Bullet points for this job:

Next most recent job/internship/unpaid experience:*

[Title/position]: _____,

[name of employer]: _____,

[city/state/province/country of employer]: _____,

[dates of employment]: _____

Bullet points for this job:

Next most recent job/internship/unpaid experience:*

[Title/position]: _____,

[name of employer]: _____,

[city/state/province/country of employer]: _____,

[dates of employment]: _____

Bullet points for this job:

Next most recent job/internship/unpaid experience:*

[Title/position]: _____,

[name of employer]: _____,

[city/state/province/country of employer]: _____,

[dates of employment]: _____

Bullet points for this job:

* College students/new grads in particular can choose to list unpaid experience in your Experience section, such as volunteer positions, community service, class projects, sports, extracurricular activities, and leadership positions. Our position is that experience is experience as long as you used relevant skills and achieved accomplishments. Some job-seekers, however, are more comfortable having separate experience sections, such as Volunteer Experience, Leadership Experience, Activities.

Print out more copies of this worksheet if you need more than 4 slots for past jobs/internships/unpaid experiences.

Affiliations/Interests

This section is optional; include only if you have space on your resume for it. Items from this section are often used as an ice-breaker by interviewers looking to start an interview informally.

This section should only include professional memberships and non-controversial activities/interests. List them below:

Statement about References

Do not list actual names and contact information for references on your resume; list them on a separate References sheet. This section should include a statement saying references are available upon request. Even this statement is optional because it is a given that you will provide references; however, this line can signal “The End” of your resume.

List below any additional sections or information you are considering including on your resume:
