

Getting Started: Resume Worksheet

I. Personal Information

Name: _____

Address: _____

Phone Number: _____ Email: _____

II. Objective *(One-line clear statement. Avoid lengthy, repetitive and meaningless statements)*

III. Summary of Qualifications *(Each skill highlighted should begin with an action word [i.e. “assisted”, “developed”, “oversaw”] and have relevancy to the position you’re applying for.)*

(Sample)

- Experience designing effective marketing strategies on Facebook, Twitter and LinkedIn

- _____
- _____
- _____
- _____

IV. Education *(Do NOT include High School degree, only community or four year college degree.)*

Bachelor of _____ in _____ (Graduation Date) _____

Minor/Emphasis in _____ *(optional)*

California State University Channel Islands, Camarillo, CA

V. Work/Volunteer Experience *(Consider all experience- paid, unpaid, volunteer, etc. Duplicate this format for each experience that you list under this section.)*

Position Title: _____

Employer Name: _____, City: _____, State: _____

Dates Employed (months & years only): _____ to _____

(Sample)

Marketing Assistant
SAGE Inc., Camarillo, CA

June 2010-Present

Duties and Responsibilities (*Begin bullet with an action verb to describe work performed, refer to pg.*):

- _____
- _____
- _____
- _____

VI. Professional Involvement/Development (*i.e. professional organizations, campus involvement, clubs or organizations, honors/awards, presentations, publications.*)

(Sample format)

- Member, Gamma Beta Phi Honor Society, CSU Channel Islands Spring 2012
- _____ (Date) _____
- _____ (Date) _____
- _____ (Date) _____
- _____ (Date) _____

For further assistance on resume critiques and design please attend the following weekly events:

Resume Clinic: Tuesdays, 12:00 p.m.-1:30 p.m., Broome Library Plaza
Drop In Counseling: Thursdays, 9:30 a.m.-12:30 p.m., Bell Tower 1548

Career Development Services • Bell Tower 1548 • (805) 437-3270 • career.services@csuci.edu