

UNCG Resume Worksheet

- If you do not have a resume, please complete as much of this worksheet as you can prior to meeting with a UNCG Career Counselor for resume development.
- Employers want to know how your past experiences relate to the internship or job you are seeking.
- Use the actual internship or job description, as well as resume tips and sample resumes on our website, to guide your content.
- Describe your skills, knowledge, experiences, and/or accomplishments in a way that the employer can understand what makes you a good choice for the desired position and environment.

Contact Information (Name, address, phone, e-mail)

Objective (Focus on what you want to do and strengths you have to offer the employer; NOT what you hope to gain)

Education (Institution, location, degree and major, month and year of graduation date)

- Add minor or concentration if applicable and list GPA, if above a 3.0.
- Relevant Courses and Study Abroad experience can be listed here as well or under separate headings, if desired.
- If appropriate, can add “Financed XX% of college expenses working X-XX hours per week.”

Experience (Organization, location, job title, and dates for each experience)

- Can include internship, work (part-time/full-time/temporary), volunteer, special projects
- Can be broken into different categories, such as Related Experience, Research, Sales, etc.
- Emphasize accomplishments, contributions, results, and benefits to company

Skills (Computer, technical, laboratory, research, or other skills related to the position or career field)

- List languages and skill level such as beginner, working knowledge, fluent, etc.

Leadership

Include organization and location, as well as positions held, committee assignments, events organized, etc.

Community Service

- Include organization, location, dates, and possibly your contribution or role; quantify if appropriate

Optional Headings, if needed (Honors/Awards/Achievements, Internship, Research Experience, Professional Affiliations, Publications and/or Presentations, and Certifications/Training)

- You do not need to refer to References on your resume; it is understood that you will provide those to employers.