



ACTIVITY

RESUME INFORMATION GATHERING

Before starting to write a resume, gather all the necessary information. This activity will help ensure you have that information.

Resumes are divided into sections. This activity will walk you through the information you need for each section. If you don't have all the information, get it before starting to write your resume.

Think of all your current and previous experiences. On a resume you may include information going back approximately 4 years (as a student).

Directions: Fill in all the requested information. Look up information that's missing. Tip: Copy, paste and complete all the necessary information for EACH school, experience, etc.

NAME AND CONTACT INFORMATION

Name:

Tip: Use a full, legal name

Location:

Tip: Only city and state should be listed but it's also completely optional

Email Address:

Tip: Make sure it's a professional address and that it's checked frequently

Cell Phone Number:

Tip: Be sure voicemail is set up and empty

continued

EDUCATION

Tip: List schools in reverse chronological order (newest to oldest)

Name of School:

Tip: List schools where currently attending, and any where a degree (high school if freshman or sophomore in college) was received; schools attended without earning a degree (transferred out) don't need to be listed

Location:

Tip: City and State is all that is necessary (not the full mailing address), but be sure it is correct

Degree Earned or In Progress:

Tip: In high school, some kind of a diploma is issued; in college, an Associate or a Bachelor degree is being earned. Use the accurate degree name

Majors, Minors, Concentrations, etc.:

Tip: Get the full, accurate name of majors, etc.

Date Earned or Expected:

Tip: Only the end date—month and year—for a degree, not a date range, is needed

More than 1 school? Be sure to include all information for the additional school(s)

WORK EXPERIENCE

Tip: Complete for most current job. Copy, paste and complete for each additional job that will be listed (no more than 4 years old for students)

Job Title:

Tip: Make certain all this information is factual, as employers may do a background check

Company:

Tip: Know the full, legal name of the company or business

Location:

Tip: City and State is all that is necessary. If remote work, still good to have company's headquarters

Date Range:

Tip: Be accurate; month and year (not date) is sufficient

More than 1 work experience? Be sure to include all necessary information for as many work experiences as you have

continued

CO-CURRICULAR ACTIVITIES

Tip: Copy and complete this information for ALL activities so each one can be listed

Position/Title:

Tip: A title can be member, volunteer, or a leadership position if you hold one

Name of Club/Sport/Organization:

Tip: Use the full name (not abbreviations or acronyms)

Location(s):

Tip: If school/college related use the name of the school

Date Range:

Tip: Month and year (not date) is sufficient

More than 1 work activity? Be sure to include all necessary information for as many activities as you have

CLASS PROJECTS/RESEARCH

Tip: Copy and complete this information for ALL projects so each one can be listed

Role/Title:

Tip: Provide a role or title so formatting is consistent, this could be something like Group Member, Researcher, Team Leader, etc.

Project Name:

Tip: List the title of the research/presentation

Class Name:

Tip: Use the formal name of the class from the catalogue but not numbers not necessary (i.e. Introduction to Psychology not: Psych 101)

Location:

Tip: Name of school is sufficient

Date Range:

Tip: Month and year to month and year

More than 1 work project? Be sure to include all necessary information for as many significant projects as you have

SKILLS

Foreign Language(s):

Tip: Identify fluency level

Computer Skills:

Tip: List abilities with programming, platforms, etc. and identify proficiency level

Laboratory Skills:

Tip: If a STEM major, list major lab skills or platforms