

# Resume Worksheet

**Four Steps to a Power Packed Resume:** 1. Take stock of what you have to offer, 2. Put it all together, 3. Prioritize your skills and experience, 4. Put it on paper

## I. Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone or Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## II. Objective *(This should be clearly stated. Avoid lengthy, meaningless statements)*

\_\_\_\_\_

## III. Education

California State Polytechnic University, Pomona

B.A. or B.S. Degree: \_\_\_\_\_, Major(s): \_\_\_\_\_

Class standing or grad. date: \_\_\_\_\_ GPA: \_\_\_\_\_

## IV. Experience Information *(Consider all experience—paid, unpaid, volunteer, etc.. Duplicate this section for each experience in your background)*

Organization name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Position title: \_\_\_\_\_

Dates employed (months & years only) From: \_\_\_\_\_ To: \_\_\_\_\_

Duties and responsibilities (start with an action verb to describe work):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## V. Special Skills *(Write here your special talents, skills, training, languages (artistic, computer skills, special licenses, significant achievements)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## V. Activities

1. Memberships in professional associations, clubs or community groups, volunteer & religious organizations. Include name of the association, offices held and the dates. Add any significant activities attributed to your leadership: \_\_\_\_\_

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2. Awards and Honors (academic, athletic, social, civic. Any scholarship not based on financial need):

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3. Creative professional activities (articles written, inventions, projects presented or displayed):

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## Action Verbs

Analyzed	Assisted	Composed	Consulted	Installed	Developed
Abstracted	Advised	Conceived	Coordinated	Modified	Facilitated
Appraised	Collaborated	Corrected	Demonstrated	Ordered	Gathered
Assessed	Contributed	Designed	Educated	Prioritized	Identified
Briefed	Consulted	Devised	Enabled	Programmed	Located
Clarified	Cooperated	Discovered	Established	Promoted	Methodized
Classified	Facilitated	Drafted	Explained	Serviced	Obtained
Compared	Fostered	Eliminated	Guided	Sustained	Organized
Computed	Helped	Encouraged	Helped	Transported	Planned
Correlated	Located	Expanded	Implemented	Utilized	Prepared
Critiqued	Participated	Facilitated	Influenced		Prioritized
Debated	Referred	Formulated	Informed	<b>Negotiated</b>	Processed
Defined	Served	Generated	Inspired	Advised	Programmed
Detected	Supported	Improved	Interpreted	Advocated	Ranked
Determined		Influenced	Listened	Bargained	Recorded
Diagnosed	<b>Communicated</b>	Initiated	Maintained	Expedited	Revamped
Discriminated	Addressed	Innovated	Modified	Merged	Revised
Evaluated	Advertised	Introduced	Motivated	Motivated	Scheduled
Examined	Answered	Invented	Observed	Negotiated	Solved
Identified	Briefed	Originated	Perceived	Persuaded	Streamlined
Inspected	Corresponded	Perceived	Persuaded	Reconciled	Structured
Integrated	Debated	Performed	Promoted	Solved	Tabulated
Interpreted	Explained	Planned	Restored		Updated
Interviewed	Expressed	Revamped	Saved	<b>Organized</b>	
Investigated	Facilitated	Shaped	Shared	Accumulated	<b>Served</b>
Maintained	Interpreted	Solved	Solved	Arranged	Assisted
Monitored	Interviewed	Streamlined	Spoke	Assembled	Attended
Observed	Lectured	Substituted	Substituted	Balanced	Cared
Perceived	Listened	Visualized	Taught	Built	Catered
Ranked	Prepared			Cataloged	Delivered
Reasoned	Presented	<b>Counseled/Instructed/</b>		Classified	Facilitated
Reviewed	Publicized	<b>Learned</b>	<b>Operated/Repaired</b>	Collated	Furnished
Screened	Recorded	Advised	<b>/Maintained</b>	Collected	Listened
Scanned		Advocated	Adapted	Compiled	Maintained
Solved	<b>Created/Developed</b>	Aided	Corrected	Composed	Prepared
Studied	Adapted	Applied	Eliminated	Coordinated	
Summarized	Authored	Assessed	Executed	Copied	
Surveyed	Built	Assisted	Expedited	Correlated	
Symbolized	Clarified	Clarified	Facilitated	Detailed	
Verified		Conducted	Implemented		