

# Resume Worksheet

YOUR NAME

Address • City, State • Email • Cell Number

## Objective:

To obtain the \_\_\_\_\_ position using skills in \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_

## Skills & Qualifications:

- Demonstrated experience in \_\_\_\_\_
- Proven ability to \_\_\_\_\_
- Strong background in \_\_\_\_\_
- Proficient in \_\_\_\_\_

## Education:

Bachelor of \_\_\_\_\_

[expected] Mo/Yr

California State University, Fresno (Fresno State)

GPA: \_\_\_\_\_

## Relevant Coursework:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Relevant Experience:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Title Organization Name City State Mo/Yr to Mo/Yr

• \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_  
Power Verb How you completed the action Results & Outcomes

• \_\_\_\_\_

• \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Title Organization Name City State Mo/Yr to Mo/Yr

• \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_  
Power Verb How you completed the action Results & Outcomes

• \_\_\_\_\_

• \_\_\_\_\_

## Leadership Experience:

\_\_\_\_\_, \_\_\_\_\_, Fresno State  
Title Student Organization Name Mo/Yr to Mo/Yr

• \_\_\_\_\_

• \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Title Organization Name City State Mo/Yr to Mo/Yr

• \_\_\_\_\_

• \_\_\_\_\_

## Memberships/Awards:

\_\_\_\_\_, \_\_\_\_\_, Fresno State  
Member Student Organization Name Mo/Yr to Mo/Yr

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Title of Award Organization Name City State Mo/Yr to Mo/Yr