

Résumé Brainstorming Worksheet

<p>Jobs (full-time, part-time, internships, summer):</p> <p>Job #1: List accomplishments/ responsibilities</p> <p>Job #2:</p> <p>Job #3:</p>	<p>Research experiences or study abroad (location, responsibilities, accomplishments):</p>	<p>Volunteer experiences:</p>
<p>Major class or group projects (service learning, create a small business or website, work with a real company):</p>	<p>Skills (video editing, coding languages, microscopes, sampling, farming, fundraising, ArcGIS, Statistics, Photoshop, Microsoft Excel):</p>	<p>Publications/formal papers/patents/inventions:</p>
<p>Clubs, organizations and leadership (sorority/fraternity, student government, cultural centers, etc.):</p>	<p>Languages (not English):</p>	<p>Relevant coursework (technical writing, website development, biology, marketing – no course #'s):</p>
<p>Awards (valedictorian, Eagle Scout, dean's list, prestigious scholarships):</p>	<p>Certifications (CPR, equipment operation, pesticide handler, teaching):</p>	<p>Conference attendance/professional association membership:</p>

This list is not exhaustive of everything that can go in a résumé. Tailor headers and content to you and your field. Remember to count your results whenever possible (e.g., trained five new employees, obtained a research grant for \$2,000, facilitated summer camp activities for 400 youth). Include dates, locations and names of organizations.