Resume Preparation Worksheet

STROMMEN CENTER FOR MEANINGFUL WORK

STEP 1: Purpose of your Resume – The purpose of a resume is to help you quickly explain your skills, qualifications, and fit for a position. It serves as your introduction to prospective employers and can be used both as a marketing tool for landing interviews, but can also be used on your own to help you reflect on your experience and plan for future skill development. One of the ways you can help employers make the connection between you and you being a good fit, is to focus in on the job description, buzz words/keywords, etc.

Example:

Marketing Industry – Sales, Marketing, Communications, Media, Public Speaking, Customer Service, Public Relations, Administration, Management, Event Planning, Data-Collection…etc.

Which buzz words stand out to you from the job description or industry you are working with?

STEP 2: Highlight your strengths and experiences! – Now is the time to brainstorm! Take a moment to brainstorm and write down the experiences you want to highlight on your resume, and the skills and strengths you bring. To help you highlight these experiences, choose section headings that will help your most relevant experiences shine for prospective employers.

Here are some common categories that you will find on a resume, but you are not limited to the common sections listed here (more details on each of these sections are listed below):

- Header
- Education
- Experience**
- Honors/Achievements
- Relevant Coursework
- Related Projects
- Relevant Experiences
- Volunteer Experiences
- Leadership Experiences
- Skills
- Activities/Involvement
- Study Abroad

Next, take a moment to review the list of experiences and skills you wish to highlight, and decide where they will go within the sections you select. If you need help getting started, fill out what you have done according the categories listed below.

Education: *Be sure to include where you currently attend school, when you expect to graduate, and what degree and major/minors you are studying.*

College/University:_____ Anticipated Month & Year of Graduation: _____GPA: _____

Degree you are seeking: *Bachelor of* _____ Major/s: _____ Minor/s: _____

Honors/Achievements: *List any honors, awards, or achievements you have received here:*

Skills: *List any additional language, computer, or technical skills that you have here. Remember, it is best to describe your skills in the context of your work experience – so plan to highlight your skills in your bullet-points.*

Relevant Experience/s: *List any paid or unpaid experiences or internships. Here is a template to help you get started. You will include your role/title, company/organization name, location, and dates for each job or role. The last column is where you can begin brainstorming about the work you did. This will help you get started writing strong bullet points that really capture and highlight your experience.*

Your Role/Position *(paid or unpaid?)*	**Company**	**City, State**	**Dates of Employment**	• **What did you do?** • **How did you do it & what skills did you use?** • **What were the outcomes of your work?**

Activities: *List any activities, clubs, organizations, sports, or extra-curricular activities you have participated in here.*

Activity/Club	**Organization or School**	**What was your role?**	**Dates**	• **What did you do?** • **How did you do it & what skills did you use?** • **What were the outcomes of your work?**

Projects or Research: *List any big projects that you have done that would be relevant to include.*

Project	**School or Organization**	• **What did you study?** • **How did you carry out your project & what skills did you use?** • **What were the outcomes of your work?**

STEP 3: Make it look great! – Now that you have had a chance to brainstorm your information, it's time to organize it in a way that makes sense! Here are some general rules to follow when creating your resume:

Content:

- Make sure the **most important and relevant information is located near the top** of the page.
- Include your **contact information** at the top (so employers can contact you to schedule an interview!) and make your name stand out!
- Organize your resume into **relevant headings and sections**. Feel free to customize these headings to include key things that your employer will be looking for. For example, a marketing student might include a heading called "Marketing Experience" instead of "Relevant Experience."
- When including an experience, make sure you highlight the following information:
    - **Your position**, Organization/Company, City, State, Dates
    - **Bullet Points:** Make sure to start each statement with an action verb and answer the following questions:
        - What you did in this role and in what capacity?
        - What skills did you use and what were your main responsibilities?
        - What were the outcomes?

Example:

Peer Advisor, Augsburg University Strommen Center, Minneapolis, MN, August 2011-May 2012

- Assisted undergraduate students at Augsburg University with various career and internship questions
- Conducted resume and cover letter reviews, coached students on job and internship searches, and helped with interview practice and preparation
- Led presentations in introductory freshman seminar courses to highlight and promote our services
- Planned and executed a Major Fair that drew in over 500 current students and staff members

Structure & Formatting:

- Make sure your **formatting is consistent** throughout the document. This means:
    - Font size is between 10-12pt and in a plain font such as Times New Roman
    - Make sure all headings match each other and there is consistent spacing throughout
    - Dates are aligned and are all formatted the same way (ex. Months/Year or Seasons/Year).
    - There is a balance of text and white space on the page

Think you are done?

- Make sure to **double check for spelling and punctuation errors** and **get a second opinion**!
- **Save your resume as a .pdf before uploading or sending to an employer** electronically. Your file name should include your name (first and last) and the word "resume", for example: FirstnameLastnameResume.pdf
- Print **single sided on quality paper** and **never staple** pages together. If you have more than one page, be sure your name appears on each page in case they become separated.