

Resume Outline Worksheet

A. Identifying Information

(Make it as easy as possible for prospective employers to get hold of you. Include multiple ways to contact you.)

Name _____

Address _____

Phone numbers _____

Email address _____

Website URL _____

B. Career Objective

(Think about what you want from your career, and also what high level benefits you might offer an employer who hires you.)

F. Skills

(List your special strengths and all of the significant job-related skills that you have learned. Be sure to include any computer skills, technical skills of other types, and foreign language skills, if relevant.)

C. Your Educational Background

(Include names & dates attended for high school, college, and any graduate studies. Also, include any training programs, certifications, and academic awards earned. Recent grads can include GPA and/or other honors & awards.)

D. Work History

(List each job title, the employer, and the dates of employment. Next to that, list the main duties of the job. Don't forget to use action words. New grads and career changers can include internships, real life experience, and volunteer work here too.)

Job 1 _____	Job 2 _____
_____	_____
_____	_____
_____	_____

Job 3 _____	Job 4 _____
_____	_____
_____	_____
_____	_____

E. Significant Achievements

(Think about significant accomplishments you've had on the job, and quantify them as much as possible. For example, "Suggested a change in office supply vendor that saved my employer \$2000 in the first month.")

Here is a tip!

You can download this form on the NTI Student Portal, www.my.ntinow.edu and complete it electronically – you will be on your way to a great resume

NOTES _____
