

RÉSUMÉ WORKSHEET

Slides referenced are on the *Creating Your Professional Résumé* workshop at www.morrisville.edu/careerplanning/guides.aspx

See slides # 3 to 9 for getting started and formatting your résumé

YOUR NAME _____

Morrisville or home street address _____

City, State Zip code _____

Morrisville e-mail address ▪ telephone number _____

Slide #10

EDUCATION (AND HONORS, if applicable) Slides #11 to 13

List degrees in reverse chronological order (most recent first, oldest last)

Morrisville State College, Morrisville, NY

Bachelor/Associate of _____ in _____ Expected May/Dec 201__

GPA (if > 3.00)

(Include honors here, if applicable, or in a separate section called Honors if you have several).

If you have an associate or bachelor degree from MSC or another college, include it here, using the same formatting as above. If you have significant coursework at another school, but did not graduate, consult Career Services about whether you should include it or not.

OPTIONAL:

Name of high school _____ City, State _____

Name of high school diploma _____ June 20__

(Include honors here, if applicable, or in a separate section called Honors if you have several).

OPTIONAL:

RELEVANT COURSEWORK Slides #14 to 15

Include only coursework that is related to the type of positions you're applying to. This section is usually eliminated, or more narrowly targeted, once you gain work, internship, or a capstone experience. Consult with Career Services on whether this section is appropriate for you, and if so, what info to present and how.

WORK EXPERIENCE (if applicable) Slides #5, 16 to 19

(title could be **INTERNSHIP EXPERIENCE** or **RELEVANT EXPERIENCE** or other qualifier, if desired and appropriate).

Include job and internship (both paid and unpaid) here. They should be listed in reverse chronological order (most recent first, oldest last). You may include more than two jobs and internships, and more than two bullets for each.

Employer Name _____ City, State _____

Your title _____ Dates (Month/Year - Month/Year) _____

▪ Describe your key responsibilities, accomplishments and learning. Start with an accurate action verb.

- _____
- _____
- _____

Employer Name _____ City, State _____

Your title _____ Dates (Month/Year - Month/Year) _____

- _____
- _____
- _____

OPTIONAL:

ACTIVITIES Slides #5, 20

(title should be revised to reflect actual content; e.g. **LEADERSHIP AND ACTIVITIES**) –

Include leadership, athletics, clubs, volunteer opportunities, independent community service, etc. Again, list experiences in reverse chronological order. You can list more than two.

Name of group _____ City, State _____

Your title _____ Dates (Month/Year - Month/Year) _____

- Describe your involvement, responsibilities, accomplishments, etc. Start with an accurate action verb.
- _____
- _____

Name of group, Your title _____ Dates (Month/Year -Month/Year) _____

- _____
- _____
- _____

OPTIONAL:

ADDITIONAL SKILLS Slide #21

(title can be revised to reflect actual content; e.g. - **TECHNICAL AND LANGUAGE SKILLS**) -

This section is reserved for hard skills (computer, language, etc.) not included elsewhere. Any skills listed must indicate current performance level (basic, proficient, high, etc.). Personal characteristics and qualities (aka “soft skills”) such as interpersonal, time management, organizational, problem-solving skills, or hard-working, good with people, etc. **should not** be included here. Those skills or attributes should be incorporate into the descriptions used in your Work Experience, Leadership & Activities, or even Education section.

NOTE: *References should not be included on your résumé unless you know that is standard practice for your field of interest.*

To review your draft, call 315.684.6615 for an appointment or swing by drop-in hours in Whipple Admin 308. Check the Career Services calendar or your “This Week in Career Services” e-mail for days and times.

