

Résumé Worksheet

Name _____

Street Address _____

City/State/Zip _____

Home Phone (____) _____ - _____

Cell Phone (____) _____ - _____

*A good voicemail message simply states that you are unavailable and asks the caller to please leave a message.

Email Address _____

If you know what type of job you are looking for and will only be applying for those positions, list an objective. Keep it concise.

Objective: _____ *An Electrical Apprentice position with Ernie's Electric Company.*

If you want flexibility in using your résumé for a variety of different positions, do not list an objective. Instead you may wish to include a brief "Profile" category in which you describe yourself professionally. Examples:

Profile

Dedicated healthcare professional with extensive Critical Care experience as a Registered Respiratory Therapist. Work well independently and in team situations. Strengths include thinking/decision making, time management, and organization; first priority is patient care. Effective in multi-task, fast-paced situations.

Summary

Management professional with excellent business and interpersonal skills. Provide leadership and maximize employee performance. Promote teamwork and personnel development. Ability to design effective procedures, produce creative solutions, and make sound decisions.

Qualifications, Strengths, Skills, Attributes:

Why should an employer hire you (over someone else)? Be truthful, but not modest. How can you affect his/her bottom line (add profit by making money, saving money, increasing production, bringing in/keeping clients, etc.)? Include your publications and public speaking experience.

List skills or strengths that might impress an employer, such as:

- Relevant skills you acquired in previous jobs
- Specific equipment or systems you can operate or repair
- Languages you can read, write, speak, or understand
- Qualities such as problem solving, leadership, mechanical ability, team spirit, interpersonal skills
- Computer skills such as proficiency with different systems and programs; include Internet and E-mail

Certifications/Licensures:

Résumé Worksheet Cont'd.

Education including Internships, Cooperative Education, and Service Learning:

List all college degrees and major courses of study. High School education should not be listed after you have attended college. Also, include continuing professional education, particularly when it is related to your career goals, as well as internships, co-ops and Service Learning.

1. Central New Mexico Community College City Albuquerque State NM
Certificate _____ Degree _____ GPA (only if 3.0 or better) _____
Major _____ Date of Completion _____
Relevant awards, achievements, experiences, projects, and coursework _____

2. Complete name of college _____ City _____ State _____
Certificate _____ Degree _____ GPA (only if 3.0 or better) _____
Major _____ Date of Completion _____
Relevant awards, achievements, experiences, projects, and coursework _____

Clinicals: (If health-related graduate)

1. Hospital/facility _____ City _____ State _____
Units/fields _____

2. Hospital/facility _____ City _____ State _____
Units/fields _____

Work Experience:

List your most recent job first and work backward 7-10 years, including military experience. Avoid gaps in your work history.

1. Name of company _____ City _____ State _____
Your job title _____ Dates: (mm/yy) _____ to (mm/yy) _____
Responsibilities/Accomplishments/Certificates or Awards Received _____

Résumé Worksheet Cont'd.

Work Experience (Cont'd)

2. Name of company _____ City _____ State _____
Your job title _____ Dates: (mm/yy) _____ to (mm/yy) _____
Responsibilities/Accomplishments/Certificates or Awards Received _____

3. Name of company _____ City _____ State _____
Your job title _____ Dates: (mm/yy) _____ to (mm/yy) _____
Responsibilities/Accomplishments/Certificates or Awards Received _____

4. Name of company _____ City _____ State _____
Your job title _____ Dates: (mm/yy) _____ to (mm/yy) _____
Responsibilities/Accomplishments/Certificates or Awards Received _____

5. Name of company _____ City _____ State _____
Your job title _____ Dates: (mm/yy) _____ to (mm/yy) _____
Responsibilities/Accomplishments/Certificates or Awards Received _____

Military:

Complete branch, rank, dates, and job information.

Branch _____ Where stationed (or last duty station) _____
Division _____ Rank _____ Dates (mm/yy) _____ to (mm/yy) _____
Responsibilities/Accomplishments/Certificates or Awards Received _____

Affiliations/Community Service:

List professional organizations, volunteer activities, and civic awards. If you served as an officer of an organization, include that information.

Résumé Action Verbs

Accelerated	Collected	Developed	Expanded	Inspected	Monitored	Printed	Reorganized	Suggested
Accomplished	Commanded	Devised	Expedited	Inspired	Motivated	Processed	Repaired	Summarized
Achieved	Communicated	Diagnosed	Experimented	Installed	Named	Procured	Reported	Supervised
Acquired	Compared	Directed	Explained	Instigated	Navigated	Produced	Represented	Supplied
Acted	Compiled	Discovered	Expressed	Instituted	Negotiated	Programmed	Researched	Supported
Adapted	Completed	Dispensed	Extracted	Instructed	Nominated	Progressed	Resolved	Symbolized
Addressed	Composed	Displayed	Facilitated	Insured	Normalized	Projected	Responded	Systematized
Administered	Computed	Disproved	Filed	Integrated	Noted	Promoted	Restored	Tabulated
Advised	Conceived	Dissected	Finalized	Intensified	Observed	Proofread	Retrieved	Talked
Analyzed	Conceptualized	Distributed	Financed	Interpreted	Obtained	Proposed	Restructured	Targeted
Anticipated	Concluded	Diverted	Fixed	Interviewed	Offered	Protected	Reviewed	Taught
Applied	Conducted	Doubled	Followed	Introduced	Officiated	Proved	Revised	Tested
Appointed	Confronted	Drafted	Formalized	Invented	Operated	Provided	Risked	Trained
Appraised	Conserved	Dramatized	Formed	Inventoried	Ordered	Publicized	Satisfied	Transcribed
Approved	Consolidated	Drew	Formulated	Investigated	Organized	Purchased	Scheduled	Transferred
Arbitrated	Constructed	Drove	Found	Judged	Oriented	Qualified	Secured	Transformed
Arranged	Continued	Earned	Founded	Justified	Originated	Questioned	Selected	Translated
Ascertained	Contracted	Edited	Gathered	Kept	Overcame	Raised	Sensed	Transported
Assembled	Controlled	Educated	Generated	Launched	Oversaw	Ranked	Separated	Treated
Assisted	Converted	Effectuated	Governed	Lectured	Painted	Rated	Served	Traveled
Assured	Coordinated	Eliminated	Graduated	Led	Participated	Realigned	Serviced	Troubleshoot
Attained	Corrected	Emphasized	Guided	Learned	Perceived	Realized	Set-up	Tutored
Audited	Correlated	Enacted	Handled	Licensed	Perfected	Reasoned	Shaped	Typed
Arranged	Counseled	Encouraged	Headed	Listened	Performed	Received	Shared	Understudied
Briefed	Created	Enforced	Helped	Located	Persuaded	Recognized	Showed	Undertook
Budgeted	Critiqued	Engineered	Hired	Logged	Photographed	Recommended	Sketched	Unified
Built	Dealt	Enhanced	Identified	Maintained	Piloted	Reconciled	Simplified	United
Calculated	Decided	Enlisted	Illustrated	Managed	Pinpointed	Recorded	Sold	Updated
Calmed	Defined	Ensured	Implemented	Manipulated	Pioneered	Recruited	Sorted	Upgraded
Cataloged	Delegated	Entertained	Improved	Manufactured	Placed	Reduced	Spearheaded	Used
Charted	Delivered	Established	Improvised	Mapped	Planned	Referred	Specified	Utilized
Checked	Demonstrated	Estimated	Increased	Marketed	Praised	Regulated	Spoke	Verbalized
Clarified	Depended	Evaluated	Induced	Measured	Predicted	Rehabilitated	Stimulated	Verified
Classified	Designed	Examined	Influenced	Mediated	Prepared	Reinforced	Streamlined	Weighed
Cleaned	Detailed	Exceeded	Informed	Mentored	Prescribed	Related	Structured	Won
Closed	Detected	Executed	Initiated	Modeled	Presented	Relayed	Studied	Worked
Coached	Determined	Exhibited	Innovated	Modified	Presided	Rendered	Succeeded	Wrote

Skill Clusters

Fundraising

Research
Analyze
Program
Develop
Contact
Inquire
Inform
Motivate
Direct
Persuade
Monitor
Coordinate

Leadership

Create
Lead
Encourage
Manage
Organize
Compare
Inspire
Represent
Govern
Direct
Advise

Innovating

Create
Modify
Change
Upgrade
Improve
Design
Activate
Restructure
Establish
Stimulate
Transform

Human Resources

Assess
Analyze
Recruit
Survey
Screen
Interview
Select
Train
Mediate
Appraise
Coordinate

Editing

Read
Review
Analyze
Check
Compare
Correct
Rewrite
Revise
Rework
Amend
Improve

Public Relations

Prepare
Coordinate
Present
Negotiate
Strengthen
Handle
Participate
Facilitate
Communicate

Writing

Conceive
Construct
Craft
Integrate
Interpret
Capture
Abstract
Express
Inform
Summarize

Language

Translate
Interpret
Lecture
Converse
Negotiate
Teach
Understand
Comprehend
Transmit

Finance

Analyze
Invest
Budget
Inventory
Evaluate
Appraise
Construct
Develop
Acquire
Manage
Project

Consulting

Troubleshoot
Problem solve
Assist
Arrange
Guide
Counsel
Serve
Contribute
Initiate
Investigate
Advise

Accounting

Record
Assess
Audit
Prepare
Maintain
Forecast
Calculate
Estimate
Figure
Appraise
Examine
Measure
Verify

Craft/Artisan

Design
Create
Build
Sculpt
Entertain
Perform
Draw
Render
Illustrate
Compose
Construct
Conceive
Choreograph

Research & Development

Identify
Evaluate
Review
Compare
Analyze
Determine
Critique
Explain
Prepare
Recommend
Conclude

Analysis

Observe
Review
Dissect
Interpret
Discern
Infer
Illuminate
Clarify
Qualify
Conclude
Quantify

Teaching

Educate
Tutor
Stimulate
Inform
Instruct
Facilitate
Explore
Advise
Counsel
Motivate
Train

Skill Clusters Cont'd.

Performing

Create
Present
Play
Interpret
Act
Sing
Dance
Perform
Model
Read
Entertain
Inspire
Amuse

Management/ Supervision

Coordinate
Facilitate
Plan
Schedule
Delegate
Mediate
Develop
Listen
Consult

Selling

Inform
Educate
Persuade
Provide
Assist
Handle
Present
Sell
Convince

Administration

Monitor
Track
Assess
Coordinate
Organize
Requisition
Receive
Process
Serve
Furnish

Mechanical

Analyze
Design
Construct
Craft
Troubleshoot
Create
Engineer
Repair
Align
Coordinate

Program Development

Analyze
Design
Construct
Develop
Prepare
Coordinate
Formulate
Recommend
Persuade
Implement
Monitor

Design

Organize
Explore
Formulate
Sketch
Draw
Draft
Layout
Create
Plan
Pattern
Build
Display

Organizing/ Logistic

Classify
Organize
Assist
Maintain
Simplify
Support
Arrange
Schedule
Coordinate
Streamline

Service/ Hospitality

Serve
Assist
Troubleshoot
Present
Maintain
Coordinate
Prepare
Create
Welcome
Enhance
Anticipate

Investigating

Pursue
Interrogate
Question
Analyze
Observe
Seek
Probe
Examine
Explore
Record

Information

Appraise
Analyze
Inventory
Structure
Categorize
Document
Process
Manage
Program
Coordinate
Organize

Technical

Design
Troubleshoot
Inspect
Locate
Edit
Link
Analyze
Implement
Construct
Modify
Operate

Marketing

Review
Survey
Analyze
Quantify
Identify
Announce
Promote
Advertise
Advance
Improve

Persuading

Articulate
Clarify
Challenge
Negotiate
Inquire
Reason
Influence
Convince
Mediate
Reconcile

Counseling/ Healing

Listen
Guide
Facilitate
Analyze
Assist
Align
Coordinate
Understand
Inform