

Resume Brainstorming Worksheet

1. Heading

Start with a simple task; write down your personal information. Be sure all email addresses and online profiles are professional and maintained.

Personal Information
Name:
Address:
Phone #:
Email:
Professional Online Profiles: (e.g. - LinkedIn, Care.com, Monster, Career Builder, PartnerUp, etc.)

2. Summary of Qualifications

Utilize the supplemental materials from the Career Series Presentation on Transferable Skills to brainstorm appropriate Action Verbs.

Position:	
Action Verb:	Qualification:
a)	•
b)	•
c)	•
d)	•
e)	•

3. Education

Colleges and Universities: List all colleges and universities from which you graduated or completed a degree. Do not abbreviate. Start with the most recent.

School	City, State
Degree:	GPA: Graduation Date:
Major(s):	Minor(s):
Awards:	
Activities:	

School	City, State
Degree:	GPA: Graduation Date:
Major(s):	Minor(s):
Awards:	
Activities:	

School	City, State
Degree:	GPA: Graduation Date:
Major(s):	Minor(s):
Awards:	
Activities:	

Certifications & Licensures: e.g., CPR/First Aid, Microsoft, Teaching, etc.

Name of Certificate/License
Date Received: Date Expires:
Granting Organization

Name of Certificate/License
Date Received: Date Expires:
Granting Organization

Name of Certificate/License
Date Received: Date Expires:
Granting Organization

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4. Related Course Work

List any advanced coursework related to your field, especially coursework involving large projects or showcasing leadership skills.

Name of Course	Date Completed
Coursework Description:	
Tasks/Projects:	

Name of Course	Date Completed
Coursework Description:	
Tasks/Projects:	

Name of Course	Date Completed
Coursework Description:	
Tasks/Projects:	

Name of Course	Date Completed
Coursework Description:	
Tasks/Projects:	

5. Related Experience

List your past positions and accomplishments at each. By completing the Transferable Skills supplemental material worksheets, select powerful action verbs which will best display the responsibilities you had in each position and the things you have accomplished.

Then, develop 3-5 descriptive bullet points formatting your bullet points following the guidelines in the presentation by being concise and specific and by omitting personal pronouns. Remember, fragments are fine and avoid field specific jargon. These phrases should highlight what you did and your biggest accomplishments at that position.

By developing a few additional points, you may be able to more easily tailor your resume for a specific application.

Position/Title
<u>Employer/Company:</u>
<u>Dates:</u> _____ <u>to:</u> _____ <u>City, State:</u> _____
<u>Accomplishments:</u>
•
<u>Highlighted Points:</u>
1.
2.
3.
4.
5.

Position/Title
<u>Employer/Company:</u>
<u>Dates:</u> _____ <u>to:</u> _____ <u>City, State:</u> _____
<u>Accomplishments:</u>
•
<u>Highlighted Points:</u>
1.
2.
3.
4.
5.

Position/Title

6. Technical Skills

Write down any technical skills you possess. There are several categories to prompt your memory.

Honors & Awards

Name of Award

Date Received

Awarding Organization

Languages

Level of Fluency

CAREERSERIES
resource

Professional Associations

Dates of Membership

Publications & Presentations

Title/Event

Author(s)/Presenter(s)

Date of publication/presentation

Computer Skills *(List programs and languages you are able to use)*

Extracurricular Activities

Include sports, clubs, student organizations, volunteer work, etc.

Dates of Membership

Creating Your Resume

Now that you have brainstormed and written down your past experience, use a document template to create your resume.

Remember:

- Brief and concise
- Write in the first person without personal pronouns
- Keep the same verb tense throughout
- Use action verbs
- Be consistent!
- Choose a simple, professional font

Additional materials: Be sure to check out the materials from the other webinars in the Career Series as they will provide additional support and ideas!