

# Getting Started On Your Resume

A resume consists of more than your education record and work experience. It should represent qualifications and achievements that make you a unique job candidate. Think back over the past few years. What have you accomplished? What experiences stand out in your mind? Completing this form will help you brainstorm and uncover the information you need to complete a resume. Tip: everything on the final resume should be focused on the needs of a future employer.

Begin by listing appropriate responses to each of the categories below.

1. Personal Achievements (i.e., financing your own education, overcoming obstacles, etc.):
  - a)
  - b)
  - c)
  - d)
  
2. Academic Coursework (classes related to career objective, academic achievement, research paper, etc.):
  - a)
  - b)
  - c)
  - d)
  
3. School Related Activities and Honors (student organizations, professional associations, scholarships, sororities, or fraternities, etc.):
  - a)
  - b)
  - c)
  - d)

## Getting Started On Your Resume (continued)

4. Unpaid or Volunteer Experience (volunteering at community agencies, church, civic groups, hospitals, tutoring, etc.):
  - a)
  - b)
  - c)
  - d)
5. Work Experience (part-time or full-time, co-op, internships, military service, etc.):
  - a)
  - b)
  - c)
  - d)
6. Skills (computer skills, foreign language, etc.):
  - a)
  - b)
  - c)
  - d)
7. Leisure Activities (interests, sports, travel, etc—preferably associated with career objective):
  - a)
  - b)
  - c)
  - d)