

# Resume “Building Blocks” Worksheet

(Use this worksheet to record your basic information without worrying about formatting. Think of it as an outline you will use to write the actual resume.)

## **BACKGROUND**

Contact information: Name, address (school and home), phone and email:

\_\_\_\_\_

Education: College (name and location), degree pursuing, expected major, expected month and year of graduation

\_\_\_\_\_

High school (optional): Name of School, location, month and year of graduation

\_\_\_\_\_

## **ACHIEVEMENTS**

Jobs: \_\_\_\_\_

\_\_\_\_\_

Clubs: \_\_\_\_\_

\_\_\_\_\_

Community Activities: \_\_\_\_\_

\_\_\_\_\_

Awards received: \_\_\_\_\_

\_\_\_\_\_

## **CAPABILITIES**

Technical skills: \_\_\_\_\_

\_\_\_\_\_

Major related skills: \_\_\_\_\_

\_\_\_\_\_

Personal skills: \_\_\_\_\_

\_\_\_\_\_