



ROCKY MOUNTAIN COLLEGE OF ART + DESIGN

Career +Alumni Services

RESUME WRITING WORKSHEET

The purpose of this worksheet is to aid in the writing and development of each section of a professional resume.

HEADING - Personal Information

The contact information that appears at the top of the resume. You may include an alternate address to indicate where an employer may contact you if you currently reside in more than one location. (note: if you are planning to relocate you may want to use an address of a friend or relative in that location, if the position is only open to local applicants.)

Name _____

Address _____

Phone # _____

Email _____

(Make sure your email address is current, professional, and appropriately named.)

Summary (or Professional Summary)

The "**Summary**" section has essentially replaced the "**Objective**" section in a resume. The Summary is a few well worded sentences that summarize your skills and experience.

EDUCATION

List all colleges and universities from which you have earned or will earn a degree. Start with your most recent.

School _____ City, State _____

Degree _____ GPA _____ Graduation Date (Month/Year) _____

Major(s) _____

Emphasis _____

Minor(s) _____

Semester Honors _____

RESEARCH, CLASS PROJECTS

Note research or class projects which are related to your field of interest if appropriate.

CERTIFICATIONS & LICENSURES

Examples might include CPR/First Aid, Microsoft, Teaching, etc...

Name of Certificate/License _____ Date Rec'd/Expires _____

Organization granting Certification/Licensure _____

EXPERIENCE – Work, Internships and/or Related

List your employment experience or internship experience starting with the most recent information first. When noting your responsibilities & accomplishments use concise statements describing your role, using action verbs to describe your skills, activities and accomplishments; quantify when possible. *(see helpful action verb list)*

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments _____

HONORS, Scholarships & AWARDS

Include name of honor/award, date received & name of organization giving award.

SKILLS

In this section you will want to list skills that demonstrate proficiency in areas not otherwise stated in your academics or experience sections. Focus on skills most relevant to your desired position/career field. Skills might include:

- Languages (note level of fluency)
- Computer skills – list programs and software you are able to use
- Other field specific areas, such as techniques and instrumentation

PROFESSIONAL ASSOCIATIONS

List name of organization and dates of membership. Note if you are a student member or professional member of an association/organization.

INVOLVEMENT – Campus, Community, Volunteer

Highlight activities that demonstrate involvement in organizations, leadership roles and note length of membership.

REFERENCES

NOTE: References are **not** typically included on your resume. Create a separate references page, listing at least 3 individuals who can attest to your work ethic, academic performance, skills and abilities. **Two professional** references and **one personal** reference. Ask these individuals to serve as references **prior** to including on your reference page.

Name _____ **Title** _____

Organization _____

Address _____

Phone _____ Email (Optional) _____

Name _____ **Title** _____

Organization _____

Address _____

Phone _____ Email (Optional) _____

Name _____ **Title** _____

Organization _____

Address _____

Phone _____ Email (Optional) _____

NEXT STEPS?

After compiling your information, enter it into a document (Adobe Photoshop, Illustrator, InDesign, or other in which you are able to add artistic creativity. Samples of various resume formats are available on various websites. See Career Services for a list of recommended sites and examples of resumes found in your field of study.

Career + Alumni Services is available to review your resume and help you best market yourself to employers. Email: Careerservices@rmcad.edu to schedule and appointment.