



# Resume Builder Worksheet

1. Name/Location/Phone Number/Email Address/LinkedIn URL:

Website URL/Portfolio URL (optional):

2. List all colleges/universities you've attended:

3. List ANY work experiences you've had (including babysitting, family business, retail, pet care, etc.)


4. List all internships, if applicable:


5. Have you completed any significant course projects/research relevant to your industry?

6. List any student clubs/organizations that you were previously or are currently a member of:




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7. Have you had any volunteer experience?

8. List all your technical/computer skills and social media competencies:

9. Are you proficient in any language(s) other than English?

10. Additional resume boosters & accomplishments:

*Ex: Dean's List, current GPA, scholarships, study abroad, certifications, professional associations, etc.*