# COLLEGE EDUCATION

Use this form to collect information on your formal college education. Write down everything you can think of, regardless of whether you use it on the final résumé. You will narrow the list later. Copy this page so you have a separate one for each degree.

DEGREE _____

SCHOOL _____

CITY AND STATE _____

YEARS ATTENDED _____

YEAR GRADUATED _____ GPA _____

MAJOR _____

MINOR _____

THESIS/DISSERTATION _____

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SIGNIFICANT PROJECTS _____

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HONORS, AWARDS, SCHOLARSHIPS, ETC. _____

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_____

ACTIVITIES (volunteer, leadership, sports, social groups, etc.) _____

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_____

_____

STUDY ABROAD (program, school, country, special areas of study) _____

_____

_____

# VOCATIONAL/TECHNICAL TRAINING

Use this form to collect information on your vocational, technical, occupational, and military training. Write everything you can think of, regardless of whether it relates to your job goal. You will narrow the list later. Copy this page if you have more courses than you are able to list below.

NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

RESULT (certification, diploma, etc.) _____

DATES ATTENDED _____

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NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

RESULT (certification, diploma, etc.) _____

DATES ATTENDED _____

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NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

RESULT (certification, diploma, etc.) _____

DATES ATTENDED _____

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NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

RESULT (certification, diploma, etc.) _____

DATES ATTENDED _____

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NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

RESULT (certification, diploma, etc.) _____

DATES ATTENDED _____

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# PROFESSIONAL DEVELOPMENT

Use this form to collect information on your professional development and continuing education, including in-services, workshops, seminars, corporate training programs, conferences, conventions, etc. Write down everything you can think of, regardless of whether it relates to your job goal. You will narrow the list later.

NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

DATES ATTENDED _____

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NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

DATES ATTENDED _____

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NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

DATES ATTENDED _____

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NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

DATES ATTENDED _____

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NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

DATES ATTENDED _____

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NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

DATES ATTENDED _____

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NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

DATES ATTENDED _____

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# KEYWORDS

❑ Keyword:_____
    ❑ Synonym:_____
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❑ Keyword:_____
    ❑ Synonym:_____
    ❑ Synonym:_____

# EXPERIENCE—JOB NO. _____

JOB TITLE _____

NAME OF EMPLOYER _____

CITY AND STATE _____

DATE STARTED _____ DATE ENDED _____

SUMMARY SENTENCE (The overall scope of your responsibility, overview of your essential role in the company, kind of products or services for which you were responsible) _____

_____

_____

_____

_____

NUMBER OF PEOPLE SUPERVISED AND THEIR TITLES OR FUNCTIONS _____

_____

_____

_____

_____

DESCRIPTION OF RESPONSIBILITIES (Don't forget budget, hiring, training, operations, strategic planning, new business development, production, customer service, sales, marketing, advertising, etc.) _____

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ACCOMPLISHMENTS (Leave this section blank until Step 6 in Chapter 7) _____

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# RELATED QUALIFICATIONS

AFFILIATIONS (professional associations, chambers of commerce, Toastmasters, etc.) _____

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_____

_____

_____

LANGUAGES (with levels of proficiency*) _____

_____

_____

*Fluent (absolute ability, native), Highly Proficient (3 to 5 years of usage in the country), Proficient (able to understand the subtleties of the language), Working Knowledge (can conduct everyday business), Knowledge (exposure to the language, courtesy phrases)

LICENSES _____

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CERTIFICATIONS _____

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CREDENTIALS _____

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_____

PRESENTATIONS/SPEECHES (title, meeting, sponsoring organization, city, state, date) _____

_____

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_____

EXHIBITS _____

_____

_____

_____

PUBLICATIONS (authors, article title, publication title, volume, issue, page numbers, date) _____

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GRANTS _____

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# RELATED QUALIFICATIONS

SPECIAL PROJECTS _____
_____
_____
_____

RESEARCH _____
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_____

UNIQUE SKILLS _____
_____
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VOLUNTEER ACTIVITIES, CIVIC CONTRIBUTIONS _____
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_____
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_____

HONORS, AWARD, DISTINCTIONS, PROFESSIONAL RECOGNITION _____
_____
_____
_____

COMPUTERS _____
_____

Applications (MS Word, Excel, PowerPoint, etc.) _____
Operating Systems (Windows, Macintosh, UNIX, etc.) _____
Databases (Access, Oracle, etc.) _____
Programming Languages _____
Networking _____
Communications _____
Hardware _____

OTHER RELEVANT SKILLS _____
_____

Actors (singing, musical instruments, martial arts, etc.) _____
Secretaries (typing speed, shorthand, etc.) _____
Welders (TIG, MIG, ARC, etc.) _____

INTERNATIONAL (travel, living, cross-cultural skills, etc.) _____
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# OTHER RELATED QUALIFICATIONS

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# REFERENCES

Unless an advertisement specifically requests references, don't send them with your résumé. Type a nice list of three to six references on the same letterhead as your résumé to take with you to the interview. Use this form to collect the information for your reference list. Choose people who know how you work and are not just personal friends or family members.

NAME _____
RELATIONSHIP TO YOU _____
COMPANY _____
MAILING ADDRESS _____
CITY, STATE, ZIP _____
WORK PHONE _____    CELL PHONE _____
HOME PHONE _____    E-MAIL _____

NAME _____
RELATIONSHIP TO YOU _____
COMPANY _____
MAILING ADDRESS _____
CITY, STATE, ZIP _____
WORK PHONE _____    CELL PHONE _____
HOME PHONE _____    E-MAIL _____

NAME _____
RELATIONSHIP TO YOU _____
COMPANY _____
MAILING ADDRESS _____
CITY, STATE, ZIP _____
WORK PHONE _____    CELL PHONE _____
HOME PHONE _____    E-MAIL _____

NAME _____
RELATIONSHIP TO YOU _____
COMPANY _____
MAILING ADDRESS _____
CITY, STATE, ZIP _____
WORK PHONE _____    CELL PHONE _____
HOME PHONE _____    E-MAIL _____

NAME _____
RELATIONSHIP TO YOU _____
COMPANY _____
MAILING ADDRESS _____
CITY, STATE, ZIP _____
WORK PHONE _____    CELL PHONE _____
HOME PHONE _____    E-MAIL _____

NAME _____
RELATIONSHIP TO YOU _____
COMPANY _____
MAILING ADDRESS _____
CITY, STATE, ZIP _____
WORK PHONE _____    CELL PHONE _____
HOME PHONE _____    E-MAIL _____

# CONTACT INFORMATION

This final stage of information gathering will provide you with all the information you need to begin your résumé. For the contact information, you can use your full name, first and last name only, or shortened names (Pat Criscito instead of Patricia K. Criscito). If you will be relocating yourself to another city and/or state, then get a post office box or another type of address in the city where you will be living. Most companies won't pay to relocate you, so you need to appear "local".

Do not use work telephone numbers or a work e-mail address on your résumé. Potential employers tend to consider that an abuse of company resources, which implies you might do the same if you are working for them. Listing a cell phone number on your résumé gives a hiring manager a way to reach you during working hours.

Avoid the use of "cutesy" e-mail addresses on a résumé. If you use *babycakes@aol.com* for your personal e-mail, create a second e-mail address under your account that will be more professional. If you have an e-mail address that you love, create a different one for your job searches. Why? Because the e-mail address you use for your job search will end up with lots of spam and junk mail within a month of posting your résumé online. If your only access to the Internet is at work, then create a free-mail account at *hotmail.com, aol.com, msn.com, juno.com, about.com, yahoo.com, excite.com, gmail.com, mail.com, gawab.com, inbox.com, fastmail.com, bigstream.com,* or any other free e-mail services.

If you have accounts with social networking sites, make sure they are "safe" for your career before listing them on your résumé. You don't want a potential employer to see photos of you at a drunken toga party. Even if you don't list your site addresses on your résumé, a potential employer could Google you and find them anyway.

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

COUNTRY (if applying outside the country where you live) _____

HOME PHONE _____     CELL PHONE _____

E-MAIL ADDRESS _____

WEBSITE / E-FOLIO URL _____

LINKED IN _____     FACEBOOK _____

BLOG _____     MYSPACE _____

TWITTER _____     OTHER _____

# QUALIFICATIONS PROFILE

Keep the qualifications profile short, sweet, and to the point. I tend to limit them to five or six bullets, although there are exceptions to this rule when creating a curriculum vita or other types of professional résumés. I'll give you a few extra places to list that information if you need a longer profile, but try to use no more than six of the blanks.

You can title this section with any of the following headlines: Profile, Qualifications, Highlights of Qualifications, Expertise, Strengths, Summary, Synopsis, Background, Professional Background, Executive Summary, Highlights, Overview, Professional Overview, Capsule, or Keyword Profile.

OBJECTIVE/FOCUS (this can become the first sentence of your profile or stand alone) _____

_____

_____

_____

SECOND SENTENCE (areas of expertise) _____

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STRENGTHS _____

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STRENGTHS _____

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STRENGTHS _____

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STRENGTHS _____

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STRENGTHS _____

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STRENGTHS _____

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