

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. There is a separate page included in this section for each degree.

DEGREE _____

SCHOOL _____

CITY AND STATE _____

YEARS ATTENDED _____

YEAR GRADUATED _____ GPA _____

MAJOR _____

MINOR _____

THESIS/DISSERTATION _____

SIGNIFICANT PROJECTS _____

HONORS, AWARDS, SCHOLARSHIPS, ETC. _____

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

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 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.) _____

RESULT (certification, diploma, etc.) _____

DATES ATTENDED _____

NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

RESULT (certification, diploma, etc.) _____

DATES ATTENDED _____

NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

RESULT (certification, diploma, etc.) _____

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NAME OF COURSE _____

PRESENTED BY (company, school, etc.) _____

RESULT (certification, diploma, etc.) _____

DATES ATTENDED _____

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 _____

NAME OF COURSE _____
PRESENTED BY (company, school, etc.) _____
DATES ATTENDED _____

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DATES ATTENDED _____

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PRESENTED BY (company, school, etc.) _____
DATES ATTENDED _____

KEYWORDS

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RELATED QUALIFICATIONS

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

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 _____

CERTIFICATIONS _____

CREDENTIALS _____

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

EXHIBITS _____

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

GRANTS _____

RELATED QUALIFICATIONS

SPECIAL PROJECTS _____

RESEARCH _____

UNIQUE SKILLS _____

VOLUNTEER ACTIVITIES, CIVIC CONTRIBUTIONS _____

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.) _____

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 _____
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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).

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 cellular telephone 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 your only access to the Internet is at work, then create a free-mail account at *hotmail.com*, *juno.com*, *usa.net*, *yahoo.com*, *mail.com*, *excite.com*, *e-mail.com*, or *altavista.com*. Check www.refdesk.com/freemail.html for a list of even more free e-mail services.

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

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

HOME PHONE _____ CELL PHONE _____

E-MAIL _____

WEB SITE _____

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) _____

STRENGTHS _____

STRENGTHS _____

STRENGTHS _____

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STRENGTHS _____
