



Use this worksheet to get all of your job, volunteer or research duties out of your head and onto paper.

Remember this is a brainstorm, so list anything and everything you've done. There are no bad ideas here!

WHAT TASKS DID I DO DAILY? WEEKLY? MONTHLY?

Ex. washed syrups, made beverages, clean play

HOW DID I SHAPE AN OUTCOME?

Ex. creating customer connections & brand loyalty

WHAT DID I DO THERE THAT I WAS GOOD AT?

Ex. worked well under pressure

WHAT WAS THE NAME OF MY JOB?

Ex. Starbucks Barista

MY CAREER EXPERIENCES

WHERE HAVE I HELPED OUT OR SUPPORTED AT?

WHEN DID I VOLUNTEER MY TIME?

HOW DID I INTERACT WITH PEOPLE AND WHY AND WHAT WAS THE PURPOSE?

HOW DID I HELP OR SUPPORT PEOPLE?

Ex. worked as a team with specific responsibilities

WHAT TOOLS OR SOFTWARE'S DID I USE?

Ex. cash register system

Use this worksheet to structure your Resume Brainstorm. List the work, volunteer, and leadership experiences, as well as the relevant skills you acquired from the past experiences

CONTACT INFORMATION

Name: _____
Email Address: _____
Phone Number: _____
LinkedIn URL: _____

EDUCATION

Institution: _____
Degree seeking: _____
Major/Minor/Certificate: _____
Cumulative and/or Major GPA (If above 3.0): _____
Anticipated Graduation Date (Month/Year): _____

RELEVANT COURSEWORK (*Optional)

ACTIVITIES/VOLUNTEER

(Use this section to create experience statements)

Organization: _____
Dates Involved: _____
Duties & Responsibilities: _____

LANGUAGE/TECHNICAL SKILLS/ SOFTWARES:

AWARDS/HONORS:

WORK EXPERIENCE

(Use this section to create experience statements)

Title: _____
Company/ Location: _____
Duties: _____

Skills Used: _____
Projects/ Promotions: _____
Dates Employed (Month/Year to Month/Year): _____

Title: _____
Company/ Location: _____
Duties: _____

Skills Used: _____
Projects/ Promotions: _____
Dates Employed (Month/Year to Month/Year): _____

LEADERSHIP EXPERIENCE

**Include organizations, teams, & volunteer activities where you contributed significantly*

Position: _____
Organization: _____
Dates Involved: _____

Position: _____
Organization: _____
Dates Involved: _____

Position: _____
Organization: _____
Dates Involved: _____

