

# RESUME ORGANIZER

**Contact Information:** Someone reading your resume needs basic information about you, including your name, address, phone number, and if available, your email address.

Name \_\_\_\_\_  
                    First                                    Middle Initial                                    Last

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
                    City                                    State                                    ZIP

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**Career and Education Plans:** An employer would want to know about your career and education plans and goals. This should be a brief statement in your resume. Do not use any pronouns such as I, Me, My, etc., in your resume.

**Short-term plans:** consider your current paid or unpaid work experiences and the skills you have acquired in school. Choose an entry level position that you could realistically apply for today. Your statement could begin as follows:

- ✓ Seeking a position of responsibility in retail sales.
  - ✓ Seeking an entry level position in Broadcast Journalism, with a special interest in reporting, anchoring, and producing with a commercial television station..
  - ✓ Seeking a clerical position that utilizes computer knowledge, strong people skills, and organizational abilities.
- \_\_\_\_\_
- \_\_\_\_\_

**Education:** Employers are interested in the education you have received. List the most current high school you have attended, give the school name, address, your expected date of graduation. Do not abbreviate school name or city.

School Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_  
City                                    State                                    ZIP

Date of Graduation \_\_\_\_\_ GPA (if better than 3.0) \_\_\_\_\_  
                    Month                    Year

Employers need to know what courses you have completed that relate to your job objective. Include courses taken at various institutions including high school, adult school, a community college, etc.

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**Extracurricular Involvement:** It is important to show employers that you are actively involved in clubs or organizations. This indicates that you are ambitious, self-motivated, and energetic.

List extra-curricular activities such as sports or clubs and the years of participation. Include any leadership positions.

Examples

Varsity Volleyball 2016-2017; Active member  
Interact Club 2015-2017; Secretary 2016-2017  
Church Youth Group 2012-2017; Fund Raising Committee Chair 2016-2017

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List awards such as Student of the month, Dean's List, Honor Roll, etc.

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**Skills:** List skills that you have acquired during your education. Include keyboarding (indicate your wpm), , computer knowledge (specify the software you know such as Excel, Photoshop, Word, Access, etc.). Also include skills from other elective classes such as Journalism, Auto Shop, Graphics, Drafting, etc. **You should list those skills that relate to the job you specify in your job objective.**

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**Work Experience:** List jobs that you have had in order, beginning with the most recent. You can include paid and unpaid work experience. For each position include: Employer, company name, complete address, dates of employment (including month and year), your job title, and specific responsibilities.

Suggestions for non-paid jobs: Assisting parents/relatives with their business, child care, yard work, house cleaning, pet sitting, tutoring, teacher's assistant, library assistant, involvement in an organization, church, or school.

Examples of statements for duties and responsibilities using *action verbs*:

Maintain neat and organized work area – instead of – clean and mop store

Organize inventory weekly – instead of – stock shelves

Prepare daily cash sheet – instead of – count money

Create and maintain customer files – instead of – do filing

Employer \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Job Title \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Job Title \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Job Title \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**Volunteer Experience:** Employers are also impressed with the volunteer activities of which you have given your time. If these have not already been listed under work experience, you should list these activities here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other abilities:** List those personal attributes that have not yet been included in this worksheet that would also relate to your job objective. Such things might include being bilingual, possessing creative talent in art, music, dance or drama, or punctuality, acceptance of criticism, initiative, interpersonal skills, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:** Although references will appear separate from your resume, you should list four professional adults who have personal knowledge of your academic and/or work-related performance and who are willing to recommend you for employment. Always consult with these individuals before you actually list them on a job application or list of references and obtain their permission.

**Each reference should contain:**

- ❖ The person's title (Mr. Mrs., Miss, Ms., or Dr.) followed by their first and last name.
- ❖ The person's job title and the organization where they are employed.
- ❖ The professional address of the person which includes mailing address, city, state, and zip. (never use a personal address unless the person works out of their home.)
- ❖ The reference's work phone number, including the area code.
- ❖ The reference's email address.

Title/Name \_\_\_\_\_

Job Title/Organization \_\_\_\_\_

Professional Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Work Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Title/Name \_\_\_\_\_

Job Title/Organization \_\_\_\_\_

Professional Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Work Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Title/Name \_\_\_\_\_

Job Title/Organization \_\_\_\_\_

Professional Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Work Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Title/Name \_\_\_\_\_

Job Title/Organization \_\_\_\_\_

Professional Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Work Phone Number \_\_\_\_\_ Email \_\_\_\_\_