Resume Preparation Worksheet

Directions: By gathering information about yourself, work experiences, and accomplishments you will be better equipped to creating your own resume in the future. Complete this worksheet by filling in all the parts of the tables and answering all questions for full credit.

1. Think about 3 of your best qualities or strengths and how you utilize them in the workplace, then do the same for your weaknesses and how you can improve upon them moving forward.

|  |  |  |  |
| --- | --- | --- | --- |
| Strengths: | How can this benefit you in a workplace? | Weaknesses: | How can you improve upon them? |
| 1. |  | 1. |  |
| 2. |  | 2. |  |
| 3. |  | 3. |  |

1. Think of your previous and current work experiences and fill out this table.

|  |  |  |  |
| --- | --- | --- | --- |
| Where did I work? | What was my job? | Was it paid or unpaid? | What were the dates of your employment? |
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1. Think of at least three people that know your work abilities and could serve as a reference for you. Be sure to think outside of family members, these could be people such as previous employers, mentors, leaders, or teachers. Gather the information about them below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reference Name: | Mailing Address: | Phone Number: | Email Address: | Where they Work: | Their Job Title: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Think of 3 accomplishments, awards, or leadership positions you have held that might impress your future employer and write them below.

|  |  |
| --- | --- |
| Accomplishment/Award/Scholarship Title: | Description of Accomplishment/Award/Scholarship: |
| 1. |  |
| 2. |  |
| 3. |  |