

Resume Planning Page

Use this sheet to list as many items as you can think of for each topic to assist you in the resume writing process.

Objective What kind of position are you seeking? Is there an area of focus?	
Education What will you include under your education heading?	
Skills Examples might include computer skills, language skills, specialized skills, certifications, etc.	
Related Experience Include relevant work, volunteer, leadership and internship experiences - include title, name of organization, city, date, dates of participation	
Honors and Activities Share academic or other honors you have received including scholarships or other awards - list leadership positions, organization memberships, athletic involvements, etc.	
Other Experience Do you have other experiences that are not related to your area of focus but demonstrate skills or strengths you have developed?	
Course Projects What class projects highlight career-related skills?	