

The goal of your resume is to get an interview. For this reason, you want your resume to highlight the aspects of your experience that are most transferable to the opportunity you want.

A resume provides a summary of your skills, abilities and accomplishments. A resume is used for a variety of reasons (part time job, internship, scholarship, graduate school, or full time employment) and because applications vary, your resume must be tailored based on the specific purpose. Your resume should generate interest, resulting in an interview. It must also be carefully written and critiqued.

It's a good idea to have a long version of your resume that you save on your  
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- \_\_\_ Makes an immediate favorable impression;  
easy to read
  - \_\_\_ Avoids using templates you find online –  
they are hard to update and look generic
  - \_\_\_ Looks appropriate for profession
  - \_\_\_ Separates info into categories for easy reading
  - \_\_\_ Makes efficient use of space
  - \_\_\_ Appropriately uses bold, underlining, etc.
  - \_\_\_ Not more than 2 pages in length
  - \_\_\_ Makes every word count.
  - \_\_\_ Supports and substantiates objective
  - \_\_\_ Does not use full addresses (no street names, city, state or zip code) includes current address as of date of creation
  - \_\_\_ Is clearly stated and conveys purpose

- \_\_\_ Is reasonably short (1-3 lines)
- \_\_\_ Is related to position applied or states the job title
- \_\_\_ Skills – focus on hard skills - technical, lab, tools, equipment, etc.
- \_\_\_ Certifications - common for those with flight hours, state boards
- \_\_\_ Licensure or Certification Assessments – list licensure received or list tests completed and scheduled (included dates) for license requirements
- \_\_\_ Organizes categories so strongest qualifications listed first, consistent format throughout
- \_\_\_ Related information organized together in categories
- \_\_\_ No references listed on main resume

When describing your experiences, start each bulleted phrase with a strong action verb to demonstrate a specific skill. Avoid starting your phrases with the words “responsible for.” Instead, you want to provide the reader with a visual of how you acted on the job. Use the words listed to create a clear picture of your experiences.

- assigned
- attained
- chaired
- collaborated
- consolidated
- contracted
- cooperated
- coordinated
- delegated
- directed
- enforced
- enlisted
- executed
- expedited
- facilitated
- governed
- improved
- increased
- initiated
- inspired
- led
- listened
- managed
- mediated
- motivated
- oversaw
- planned

# Resume Planning Worksheet

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## OBJECTIVE

*Examples: A (An) x position utilizing my x, y, and z skills OR A position in x field that would provide experience for insert future oriented goal*

## EDUCATION (list GC first. If you completed a significant amount of coursework include)

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major(s), minor(s), concentration(s)

grade point average (if above a **3.0**)

related course work (maximum of **6** classes; only if applicable to objective)

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**SKILLS** (Specify

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