



## **Career Services & Consultation Resume Worksheet**

Name (First and Last name):

Email:

Phone Number:

City, ST Zip Code:

Career/Professional Industry:

If you have these:

LinkedIn URL

ePortfolio URL

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1. Quantifiable numbers in either numbers, dollar signs, or percentages.

Ex. sold 100 tickets per day at ABC Theatre, Assisted 100 customers per day, increased sales by 25%

2. List recognitions, awards, & honors received at work/volunteering.

3. List certificates, licenses, or degrees earned. Include degree dates and/or License expiration

4. List software skills/Technical Skills. Include the names of software used in your industry or volunteer work/activities: