Resume Data Sheet - Template

PERSONAL INFORMAT	TION:		
Name			
Permanent Address _	Street, PO Box, Apt. #		
City	State	Zip	
Home T Number	Ce	II 🕿 Number	
School Address			
City	State	Zip	
School Phone Numbe	r		
	Skill sets that you offer a		
1			
3			
4			
5			

EMPLOYMENT HISTORY (experience)	
Job Title	
Employer	
City	State
	·
Tools/Equipment used:	
. ,	Challa
City	
List all duties performed during a typical •	work week—be specific:
•	
Tools/Equipment used:	

EMPLOYMENT HISTORY (continued)				
Job Title				
Employer				
City	State			
List all duties performed during a typical work week—be specific:				
•				
Tools/Equipment used:				
Job Title				
Employer				
City	State			
List all duties performed during a typical worl	·			
•				
•				
Tools/Equipment used:				

Attach additional sheets if necessary.

Education - College/University Information (current):

School Name	
City	
Start	Anticipated Year of Graduation
Program of Study (Major)	
Tracks/Minors	
Senior Comprehensive Exams date:	
Relevant CourseWork	
Relevant coursework may be included in	f relevant experience is weak.
College/University Information (ad	ditional):
School Name	
City	State
Start	End
Relevant Course Work	
Did you receive a Diploma or Certificate	e?
List any additional training or certification	on classes that you have attended.
Include computer or technical training y	you have received:

Honors/Special Recognition:					
Special Programs/	Vocatio	nal Focus:			
Licenses/Profession	nal Cert	tifications:			
Volunteer/Career/	Commu	nity Activitie	es:		
RO	LE /	ACTIVITY	HONORS	YEARS	
Other Skills: List an	y skills o	r volunteer e	xperience you ma	y have.	

Transferable Skills Sets

As you begin your job search, it is important to know your qualifications. You have developed many skills from your coursework, extracurricular activities, employment and volunteer experiences and life experiences. A prospective employer expects you to be able to apply the skills you have learned in college to the work environment.

Communication

(the skill of expressions, transmission and interpretation of knowledge and ideas)

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- **Editing**



Research and Planning

(the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs)

- Forecasting, predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Defining needs
- Analyzina
- Developing evaluation strategies

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Human Relations

(the use of interpersonal skills for resolving conflict, relating to and helping people)

- Developing rapport
- Being sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feeling, situations,
- Asserting



Organization, Management, and Leadership

(the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals)

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- **Teaching**
- Coaching
- Counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict



Work Survival

(the day-to-day skills that assist in promoting effective production and work satisfaction)

- Implementing decisions
- Cooperating
- **Enforcing policies**
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- **Enlisting help**
- Accepting responsibility
- Setting and meeting deadlines
- Organizing
- Making decisions