

CAREER SERVICES UCSB

Résumé Brainstorming Worksheet

This worksheet is intended to help you get as much information about your education, experiences, and skills on to paper in an effort to assist you in formulating your résumé. Use an additional piece of paper if needed.

Personal Information

Name _____

Address _____

Phone _____ Email _____

LinkedIn/Portfolio URL _____

Objective

A brief statement of the position you are applying for and/or your relevant skills.

Education

List all colleges and universities. No need to include high school. Do not abbreviate.

School _____ City, State _____

Degree _____ Graduation Date _____

Major(s)/Minor(s) _____ GPA _____

Certifications & Licensures

Examples include: CPR/First Aid, EMT, Teaching, etc.

Certificate/License _____ Dates _____ - _____

Honors & Awards

Include name of honor/award, date received & name of organization giving award.

Honor/Award _____ Date Received _____

Honor/Award _____ Date Received _____

Skills

Include languages, computer programs, research/lab techniques, etc.

- _____
- _____
- _____
- _____

Experience

Describe all experiences including: full-time and part-time jobs, internships, volunteer work, leadership roles, class/personal projects, research, etc. When writing your accomplishment statements, use action verbs to describe your skills and activities; quantify when possible. See the Career Manual for a list of action verbs/skill sets.

Position/Title _____ **Dates** _____ - _____

Employer/Company _____ City, State _____

Accomplishments & Skills

- _____
- _____
- _____
- _____

Position/Title _____ **Dates** _____ - _____

Employer/Company _____ City, State _____

Accomplishments & Skills

- _____
- _____
- _____
- _____

Position/Title _____ **Dates** _____ - _____

Employer/Company _____ City, State _____

Accomplishments & Skills

- _____
- _____
- _____
- _____

Professional Associations/Extracurricular Activities

May include sports, clubs, student organizations, and professional associations. Include length of membership.

Organization _____ **Dates** _____ - _____

Organization _____ **Dates** _____ - _____