

Resume Worksheet

Contact Information:

(Name)

(Address)

(Phone Number)

(email address)

Type of Job you are looking for: _____

Employment History or Professional Experience working from most recent employer backwards

1. Dates worked: _____

Company Name of employer _____

Position held: _____

What you did in this job:

2. Dates worked: _____

Company Name of employer _____

Position held: _____

What you did in this job:

3. Dates worked: _____

Company Name of employer _____

Position held: _____

What you did in this job:

Highest Level of Education:

Date completed: _____

School attended: _____

Level achieved: _____

Skills inventory

Step 1

Complete the inventory by checking off all the skills you feel competent using. You don't have to be an expert at a skill to check it off. Include skills you haven't used for a while but could relearn quickly.

Step 2

Highlight (or circle) the checked skills you enjoy using. These are probably the skills you're good at – the transferable skills you should emphasize when writing your resume and talking to employers.

Working with others

- Getting along—demonstrating respect for and caring about the feelings of others, being considerate
- Using tact—being discreet and diplomatic, particularly when dealing with sensitive issues.
- Being supportive—helping others with their problems, supporting others' decisions and initiatives
- Accepting authority—being able to work under supervision
- Respecting differences—appreciating diversity, accepting the uniqueness of individuals
- Co-operating with others to accomplish shared goals
- Being flexible—respecting and being open to others opinions and contributions
- Having the confidence and assertiveness to say what you think
- Accepting feedback without becoming angry or overly defensive
- Contributing by sharing information and expertise
- Leading or supporting
- Confronting—telling other things they may not want to hear about their behavior, habits and so on

Communication

- Reading—getting information from written materials following written instructions
- Reading and understanding information presented in non-verbal formats (for example, graphs, charts, diagrams)
- Writing—using good grammar to write clear sentences and paragraphs, being able to express yourself and explain things in writing
- Talking—being able to provide information effectively in ordinary settings
- Listening—paying attention to what other people say to understand and appreciate their points of view and responding appropriately
- Questioning—deciding what questions to ask to obtain useful information or to help others gain insight
- Explaining—being careful and clear in what you tell people so that they understand quickly and easily
- Resolving conflicts—bringing conflicts to successful conclusions
- Negotiating—bargaining with others to solve a problem or reach an agreement
- Teaching—understanding group dynamics and instructing others

Information Management

- Following directions—completing tasks as directed
- Maintaining records of inventory, budgets or other information
- Recording—using planners such as calendars and appointment books to keep track of activities
- Organizing information—keeping orderly records (for example, files, binders of information)
- Filing—sorting information into an organized system
- Scheduling—keeping track of projects, timetables, itineraries and so on
- Researching
- Analyzing information—breaking it down into basic elements

Numerical

- Counting—determining how many items are in a group
- Calculating—using basic arithmetic: adding, subtracting, multiplying and dividing
- Measuring—using tools or equipment to determine length, angle, volume or weight
- Estimating—judging the cost or size of things, predicting the outcome of an arithmetic problem before it is calculated, forecasting the cost of products and services
- Budgeting—planning how you will spend money, deciding what to buy, how much to spend or how to get the work done most cost-effectively
- Deciding what needs to be measured or calculated

Thinking and problem solving

- Assessing situations and indentifying problems
- Seeking different points of view and evaluating them based on facts
- Recognizing that there are often several aspects to problems (for example, human, technical, scientific)
- Investigating—gathering information in an organized way to determine facts or principles
- Analyzing—breaking concepts or problems into parts so each part can be examined
- Being creative and innovative in exploring possible solutions
- Using scientific, technological and mathematical ways of things to gain and share knowledge, solve problems and make decisions
- Evaluating solutions to make recommendations or decisions
- Synthesizing—putting facts and ideas together in new and creative ways, finding new ways to look at problems and do things
- Acting on your conclusions
- Checking to see if a solution works and taking opportunities to improve on it.