

# Resume Writing Outline

Type of position I am applying for: \_\_\_\_\_

## Contact Information:

• Street address (including city, state, zip code)	• Message phone number (with area zip code)
• P.O. box (including city, state, zip)	• Job-search email address (no sex, profanity, etc.)
• Home telephone number (with area code)	• Webpage/LinkedIn account
• Cell phone number (with area code)	

## Summary Statement:

Job title:	Degrees/certifications/licenses:
Important skills:	Language skills:
Industry:	Management style:
Years of experience:	Accomplishments:
Summary Statement: _____	
_____	
_____	
_____	

## Skills Summary:

<ul style="list-style-type: none"> <li>• List skills that most relate to the job target</li> <li>• Easy-to-read format (i.e., columns)</li> <li>• Include 9–15 skills:</li> </ul>		
1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.

# Resume Writing Outline (continued)

## Experience:

- Full- or part-time employment
- Paid or unpaid internships
- Volunteer work
- Temporary positions

Job title: \_\_\_\_\_ Employer or organization: \_\_\_\_\_

Location (city/state): \_\_\_\_\_ Dates: \_\_\_\_\_

Duties and accomplishments (don't forget to add action verbs and numbers):

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Job title: \_\_\_\_\_ Employer or organization: \_\_\_\_\_

Location (city/state): \_\_\_\_\_ Dates: \_\_\_\_\_

Duties and accomplishments (don't forget to add action verbs and numbers):

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Job title: \_\_\_\_\_ Employer or organization: \_\_\_\_\_

Location (city/state): \_\_\_\_\_ Dates: \_\_\_\_\_

Duties and accomplishments (don't forget to add action verbs and numbers):

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# Resume Writing Outline (continued)

## Experience:

Job title: \_\_\_\_\_ Employer or organization: \_\_\_\_\_

Location (city/state): \_\_\_\_\_ Dates: \_\_\_\_\_

Duties and accomplishments (don't forget to add action verbs and numbers):

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Job title: \_\_\_\_\_ Employer or organization: \_\_\_\_\_

Location (city/state): \_\_\_\_\_ Dates: \_\_\_\_\_

Duties and accomplishments (don't forget to add action verbs and numbers):

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Job title: \_\_\_\_\_ Employer or organization: \_\_\_\_\_

Location (city/state): \_\_\_\_\_ Dates: \_\_\_\_\_

Duties and accomplishments (don't forget to add action verbs and numbers):

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# Resume Writing Outline (continued)

## Education:

- Formal education
- Military training
- Specialized training
- Certifications
- On-the-job training
- Continuing Education
- Licenses
- In-service classes
- Workshops

Training type: \_\_\_\_\_ Field of study: \_\_\_\_\_

Institution or location: \_\_\_\_\_ Dates: \_\_\_\_\_

GPA: \_\_\_\_\_

Courses and accomplishments:

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Training type: \_\_\_\_\_ Field of study: \_\_\_\_\_

Institution or location: \_\_\_\_\_ Dates: \_\_\_\_\_

GPA: \_\_\_\_\_

Courses and accomplishments:

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Training type: \_\_\_\_\_ Field of study: \_\_\_\_\_

Institution or location: \_\_\_\_\_ Dates: \_\_\_\_\_

GPA: \_\_\_\_\_

Courses and accomplishments:

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# Resume Writing Outline (continued)

## Other Sections:

<b>Licenses:</b>	
<b>Affiliations:</b>	
<b>Volunteer Experience:</b>	
<b>Honors, Awards and Recognition:</b>	
<b>Professional Development:</b>	
<b>Personal Endorsements:</b>	