

Resume Brainstorming Worksheet

<u>JOBS</u> <i>full-time, part-time, internships, summer</i> Job #1: List accomplishments/ responsibilities Job #2: Job #3:	<u>RESEARCH EXPERIENCES OR STUDY ABROAD</u> <i>location, responsibilities, accomplishments</i>	<u>VOLUNTEER EXPERIENCES</u>
<u>MAJOR PROJECTS</u> <i>Senior project, personal website, future CSE course projects</i>	<u>SKILLS</u> <i>video editing, coding languages,, sampling, farming, fundraising, ArcGIS, Statistics, Photoshop, Microsoft Excel</i>	<u>PUBLICATIONS/FORMAL PAPERS/PATENTS/INVENTIONS</u>
<u>CLUBS, ORGANIZATIONS & LEADERSHIP</u> <i>sorority/fraternity, student government, cultural centers, etc.</i>	<u>LANGUAGES</u> <i>(not English)</i>	<u>RELEVANT COURSEWORK</u> <i>technical writing, website development, public speaking, marketing (no course #'s)</i>
<u>AWARDS</u> <i>valedictorian, Eagle Scout, dean's list, scholarships</i>	<u>CERTIFICATION</u> <i>CPR, equipment operation, pesticide handler, teaching</i>	<u>CONFERENCE ATTENDANCE/PROFESSIONAL ASSOCIATION MEMBERSHIP</u>

Adapted from the Career Development Center's Resume Brainstorming Worksheet from Oregon State University