

Resume Planner Worksheet

Use this worksheet to list all your skills, knowledge & experiences to help build your resume



CAREER TREE® RESUME PLANNER

PAGE 1

NAME: _____

Ever thought about planning your resume? If you've completed the Career Tree *Root System Career Plan*, you already have!

First off, what's a resume? It's a document that shows your education, experience, skills, and passion for a particular career. Besides your name and contact information, most resumes have several main sections:

OBJECTIVE: describes your immediate employment goal/position.

Use the "My Passion" section of your completed *Root System Career Plan* to showcase your competitiveness, your success, and the advantage you are going to bring to the organization in the position you're pursuing.

SKILLS: describes your Professional Skills like work ethic, communication, ability to accept feedback, confidence, leadership, flexibility, integrity, work-life balance, punctuality, stress management, and more. It also includes your hard skills like computer languages and programs, knowledge of foreign languages, laboratory and research skills, and analytical skills. Use the "My Professional Skills" section of your completed *Root System Career Plan* for part of this section.

EXPERIENCE: describes diverse experiences, both paid and unpaid.

Use the "My Experiences" section of your completed *Root System Career Plan* for this section. Include the position you held, name of the organization, city and state of its location, and month and year of your involvement.

Summarize what you accomplished in each experience and prioritize these results-oriented descriptions to support your job objective. Don't include every experience, only those that demonstrate that you can succeed in the position you are pursuing. Use brief phrases beginning with action verbs.

EDUCATION: lists institutions attended and locations.

This may also include industry certifications and licenses; study abroad experience; degrees and dates received; major and concentration; and GPA if at least 3.0.

(Continue on reverse side)