

Resume Worksheet

Name		<i>Optional</i>	
Address 1		Address 2	
City		City	
State, zip		State, zip	
Telephone # 1		Telephone #1	
e-mail #1		e-mail #1	

Objective: <i>use only if specific or if searching for a summer internship. Avoid trite, self-serving objectives.</i>	
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Education:

Current degree Information

other education Information

Current Degree pursuing		Second degree	
Majors		Major	
Minors		College/ University	
Emphasis optional		City, State	
College/ University, city, state	College of Design Iowa State University, Ames, IA	Year graduated	
Year in program		Other degrees/ education	
Year you will graduate			
Study Abroad			
Relevant courses			
Studio Highlights <i>optional</i>			

Qualifications, Profile, Strengths, Recognition, Interests

talents , specialized knowledge,		Computer Skills	
Employable traits		Language proficiency	
Leadership activities, memberships in professional or other organizations . <i>Include positions held and years</i>			
Recognition, honors, accomplishments		Community service Volunteer work	
Travel /international experience		Interests, hobbies, activities	

Experience: Professional or major related experience, including internships or positions to finance education

Job title		City, state	
Organization		Dates employed	
Accomplishments in position, duties, responsibilities			

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Accomplishments in position, duties, responsibilities			

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