



career guide

resume worksheet

ASU Career Services offers a comprehensive online Career Guide designed to help you evaluate career options, learn about internships and launch your career. The Career Guide includes detailed information about cover letters and resumes, interviewing, business etiquette, portfolios, graduate school admission processes, effective job and internship search strategies and more. Visit The Career Guide at asu.edu/careerguide.

1. What is my objective/summary/summary of qualifications? _____

2. What will I include under my Education heading? _____

3. What class projects highlight specific job or internship skills? Consider times when you have had to conduct research to write a paper, analyze complex information, work in a team, or present to others.

4. What work, volunteer, or internship experiences have I had? _____

5. What are my accomplishments? _____

6. What are my skills? _____

7. What are my present or past community activities? _____

8. What are my awards or achievements? _____
