

Resume Worksheet

(your name)
(street address)
(city, state, zip)
(phone, email)
(LinkedIn url)

EDUCATION

(UC Santa Cruz)
(degree, major, mo/yr of grad)
(minor/area of emphasis)
(GPA 3.0 or higher-optional)

- **RELEVANT COURSEWORK/STUDY ABROAD (optional)**

- **HONORS & AWARDS (optional)**

SKILLS/LANGUAGE (relevant to position)

WORK EXPERIENCE (chronological or most relevant)

(job title)
(department/program)
(dates, location)
(responsibilities, achievements)

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(department/program)
(dates, location)
(responsibilities, achievements)

PROFESSIONAL MEMBERSHIPS

(professional association)
(local involvement)
(activities, conferences)

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(local involvement)
(activities, conferences)

IF YOU CANNOT FILL 1 PAGE, CONSIDER ADDING THESE:

EXTRACURRICULAR ACTIVITIES

ADDITIONAL EXPERIENCE (only include if you cannot fill 1 page)
