

Career Hub Services

Lawrence A. Bertolini Student Center, Third Floor

Hours: Mondays, Tuesdays and Thursdays 8:00 a.m.-5:00 p.m.

Wednesdays: 8:00 a.m.-7:00 p.m.

Fridays: 8:00 a.m.-12:00 p.m. (Closed Fridays June & July)

(707)527-4329



RESUME WRITING WORKSHEET

CONTACT INFORMATION:

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Objective: (Optional) _____

EDUCATION:

Institution: _____

Degree seeking or have: _____

Date expected (Month/Yr): _____

Major/Minor: _____

Cumulative and/or Major GPA (if 3.0 or above): _____

RELEVANT COURSEWORK:

Class/Title _____

Class/Title _____

Class/Title _____

Class/Title _____

WORK EXPERIENCE: (INCLUDE JOBS AND INTERNSHIPS)

Job Title 1: _____

Employer/Location: _____

Duty _____

Duty _____

Duty _____

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities - including but not limited to academic admissions, financial aid, education services and athletics - and application for District employment.

Skills Used: _____

Projects/Promotions: _____

Dates Employed (Month/Yr to Month/Yr): _____

Job Title 2: _____

Employer/Location: _____

Duty _____

Duty _____

Duty _____

Skills Used: _____

Projects/Promotions: _____

Dates Employed (Month/Yr to Month/Yr): _____

Job Title 3: _____

Employer/Location: _____

Duty _____

Duty _____

Duty _____

Skills Used: _____

Projects/Promotions: _____

Dates Employed (Month/Yr to Month/Yr): _____

VOLUNTEER / LEADERSHIP EXPERIENCE:

(Include organizations, teams and volunteer activities)

Organization _____

Dates _____

Organization _____

Date Range _____

AWARDS/HONORS/ACTIVITIES:

Organization/Award or Position/Date _____

Organization/Award or Position/Date _____

Organization/Award or Position/Date _____

Language Skills: _____

Computer Skills: _____