

# Resume Planning Guide

*(Resume preparation is most successfully accomplished after a complete data gathering search and an inventory of one's attributes, goals, career plans, and skills. You should fully complete this planning guide) . After filling out this guide bring it in to the Career Development Office and we will type, edit and answer all questions regarding your resume.*

**Personal Identification:**

Full Name: \_\_\_\_\_  
                     First                                    Middle                                    Last

Current Address:

City, State, Zip: \_\_\_\_\_

Current Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Permanent Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Education & Training:** *Begin with the most recent education/training. If you have attended many schools, condense them into a manageable number. List the school by name, city and state, and the month and year you graduated or will graduate. Include specific degrees, diplomas, certifications, licenses, etc. You may also list class standing or GPA (if over 3.0), and the core classes that relate to your career goal.*

**School #1:**

Kentucky Wesleyan College, Owensboro, Kentucky

**Degree:** \_\_\_\_\_

**Major(s):** \_\_\_\_\_ **Minor(s):** \_\_\_\_\_

**GPA:** \_\_\_\_\_

**Grad. Date:** \_\_\_\_\_

**Relevant Course work:** \_\_\_\_\_

**School #2:**

**Name:** \_\_\_\_\_

**Degree:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Minor:** \_\_\_\_\_

**GPA:** \_\_\_\_\_

**Grad. Date:** \_\_\_\_\_

**Relevant Course Work:** \_\_\_\_\_

**Relevant Experiences:** *this information can be internships, practicum*

**Interpersonal Skills:** *(mark those you have demonstrated in some way)*

- |                                 |                            |                             |                             |
|---------------------------------|----------------------------|-----------------------------|-----------------------------|
| _____ listening abilities       | _____ public speaking      | _____ instructional         | _____ customer              |
| sales/service                   | _____ written/verbal comm. | _____ supervision           | _____ motivational/coaching |
| management                      | _____ leadership           | _____ personable/persuasive | _____ self-motivated        |
| analytical                      |                            |                             |                             |
| _____ teamwork abilities        | _____ goal oriented        | _____ develop trust         |                             |
| _____ accomplish multiple tasks | _____ mediation/debate     | _____ adaptability          |                             |

(customer) advocate \_\_\_\_\_ presentation skills \_\_\_\_\_ creative  
\_\_\_\_\_ crisis intervention \_\_\_\_\_ influential \_\_\_\_\_ mentor  
\_\_\_\_\_ problem solving \_\_\_\_\_ diplomatic \_\_\_\_\_ Other (Specify)

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**Computer Skills:**

\_\_\_\_\_ Microsoft Word \_\_\_\_\_ Microsoft Office \_\_\_\_\_ Windows  
\_\_\_\_\_ Microsoft Works \_\_\_\_\_ Microsoft Excel \_\_\_\_\_ Lotus  
\_\_\_\_\_ Microsoft PowerPoint \_\_\_\_\_ PageMaker \_\_\_\_\_ FileMaker Pro  
\_\_\_\_\_ Desk Top Publishing \_\_\_\_\_ WordPerfect \_\_\_\_\_ Quattro Pro  
\_\_\_\_\_ Norton Textra \_\_\_\_\_ Print Shop \_\_\_\_\_ Quicken  
\_\_\_\_\_ Visual Basic Prog. \_\_\_\_\_ Basic Prog. \_\_\_\_\_ Internet  
\_\_\_\_\_ Turbo Pascal Prog. \_\_\_\_\_ C Prog. \_\_\_\_\_ Quick Books  
\_\_\_\_\_ Assembly \_\_\_\_\_ Novell Netware \_\_\_\_\_ Other (Specify)

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**Work Experience:** Begin with your current or most recent position, then work back. You do not have to list every job, but be sure to include relevant experience. Include the following: *Position or job title, dates worked (month/year), and duties and accomplishments. Use the S-T-A-R method to describe your duties: S-T represents a situation or task, A is the action you took, and R is the results. Be specific and use action words.*

**Job #1:**

Position:  
Company Name/Address:  
Dates of employment:  
Duties and Accomplishments:  
1.  
2.  
3.  
4.

**Job #2**

Position:  
Company Name/Address:  
Dates of employment:  
Duties and Accomplishments:  
1.  
2.  
3.  
4.

**Job #3**

Position:  
Company Name/Address:  
Dates of employment:  
Duties and Accomplishments:  
1.  
2.  
3.  
4.

**Job #4**

Position:

Company Name/Address:

Dates of employment:

Duties and Accomplishments:

- 1.
- 2.
- 3.
- 4.

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**Community Service:** This includes all volunteer work performed individually or through a sorority/fraternity, organization, your church, etc.

| <b>Date</b> | <b>Organization</b> | <b>Service Provided</b> |
|-------------|---------------------|-------------------------|
|-------------|---------------------|-------------------------|

**Honors, Awards and Achievements:** (List those in college such as KWC Dean's List, KWC Leadership Grant Recipient, etc.)

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**Organizations:** What school/non-school related organizations (athletic team, church group, campus organization, honor society, etc.) do you belong and what have been your contributions, offices held, leadership experiences, and/or roles, (coaching, tutoring, entertaining, etc.)?

| <b>Date</b> | <b>Organization</b> | <b>Role or Office Held</b> |
|-------------|---------------------|----------------------------|
|-------------|---------------------|----------------------------|

**Leadership Skills:** Include special work done in this area (KWC Leadership Program participant, team captain, leadership related classes, etc.)

**References:** List 3-6 business/professional references, no more than 6, no less than 3. Include employers, counselors, professors, and those who can speak of your abilities and work ethic. Do not use personal friends, use individuals who have seen you work and use your skills.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

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Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Relationship to you: \_\_\_\_\_