



UTAH 4-H & UTAH STATE UNIVERSITY EXTENSION COLLEGE & CAREER READINESS RESUME DEVELOPMENT

ABILITIES

What are three of your best skills?

EXPERIENCE

Where did you learn or practice the skills you listed above, excluding during school?

EDUCATION

List your formal education accomplishments. When will you graduate? Did you receive any honors? Were you involved in any leadership experiences?

AWARDS & ACCOMPLISHMENTS

Did you accomplish a difficult goal? When has someone told you "good job"? Have you won any challenges/contests?

COMMUNITY SERVICE

What have you done to make your community a better place? Have you ever served as a volunteer? What were your responsibilities?

Top 10 Skills Employers Seek:

1. Verbally communicate with persons inside/outside the organization
2. Work in a team situation
3. Make decisions and solve problems
4. Plan, organize, and prioritize work
5. Obtain and process information
6. Analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Create and/or edit written reports
10. Sell or influence others

Source: Job Outlook 2013, National Association of Colleges & Employers

[Name]

[Address | Email Address | Phone Number]

[Dates]

[Education Degree or Certificate]

[Location]

[Education Honors, Awards, or Notes]

[Education Honors, Awards, or Notes]

EXPERIENCE

[Dates]

[Description of Experience]

[Location]

[Skill aquired from above experience]

[Skill aquired from above experience]

[Dates]

[Description of Experience]

[Location]

[Skill aquired from above experience]

[Skill aquired from above experience]

AWARDS & ACCOMPLISHMENTS

[Dates]

[Description of Award/Accomplishment]

[Location]

[Dates]

[Description of Award/Accomplishment]

[Location]

[Dates]

[Description of Award/Accomplishment]

[Location]

COMMUNITY SERVICE/VOLUNTEERISM

[Dates]

[Description of Community Service or Volunteer Role]

[Location]

[Dates]

[Description of Community Service or Volunteer Role]

[Location]