

Resume Worksheet

First time writing a resume? That's okay!

MSSU Career Services is here to help every step of the way. The average resume take 4-6 hours to complete. Get started today by completing this worksheet!

Reflect on Your Experiences

Write the highlights of your current and past jobs:

Identify your key accomplishments. What are you proud of?

What has been a noteworthy experience? This can be work related, but it doesn't have to be. Think about class projects, athletics, club participation, and volunteer work too.

Describe your typical role at a meeting or in a group project.

Have you held any positions within clubs or other student/community activities?

Worksheet continued on back...

Tip:

On a resume, employers want to see that you can work with a team, write and communicate effectively, solve problems, and have demonstrate leadership skills and a strong work ethic



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CAREER SERVICES

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Describe What You Do

Using the information on the front page, describe what you do on a day-to-day-basis. What are your primary responsibilities? First think about the task, then think about the skill gained from the task. Remember, you can include unpaid experiences too.

Responsibility/Task	Transferrable Skill
Example: Welcomed shoppers	Professionalism; customer service

*Use a separate sheet if needed to write out all of your responsibilities and their corresponding skills.

Build Your Resume

- Create an Optimal Resume account at mssu.edu/career, under Students/Alumni.
- Choose a resume template under "Create New Resume."
Tip: Chronological resumes are the most common resume type.
- Rewrite your responsibilities using past-tense action verbs and incorporating the words from your transferrable skills above.

Examples:

- Provided on-the-job training for new cashiers
- Maintained a clean and professional checkout area
- Greeted customers and provided exceptional customer service

What To Do Next

It's okay if you're stuck or would like help working through your resume. MSSU Career Services would love to sit down with you and work through the process one-on-one.

Finished in a flash? It's still a good idea to have someone else look over your resume for spelling errors and other easy-to-miss details.

**Stop by Career Services on the second floor of Spiva Library or
call 417-625-9343 to schedule an appointment today!**