

# Writing a U.S. Style Resume *activity sheet*

Webster University | Career Planning & Development Center

Writing a resume is a new skill for many students. Use this activity sheet to brainstorm and organize content to include on your resume.

## Contact Information/Header

Name, phone number (including area code), e-mail address

## Education Information

Name of the college or university and its location (city and state), Degree and major, expected graduation month and year

For multiple degrees, list in reverse chronological order, with your most recent degree first.

## Experience

Identify experiences that highlight your skills and qualifications for your intended reader.

Sources of experience include:

- Study abroad experience
- Volunteer positions
- Co-curricular activities
- Major class projects
- Academic service
- Student clubs and organizations
- On-Campus student employment (Webster Groves, MO)
- Internships (CPT)

List each experience with the following identifying information:

- Name of the Employer/Volunteer Site/Campus Club, etc.
- City and State (St. Louis, MO; Orlando, FL; Irvine, CA)
- Duration of the experience (Month Year - Present/Month Year)
- 3-5 bulleted task descriptions to tell your reader more about the skills and responsibilities you had in each position