

**VCU**

Career Services

Strategic Enrollment Management  
and Student Success

## Resume Starter Worksheet

Whether you are writing your first professional resume or if you have decided to make major updates to your resume with a new audience or goal in mind, you may be surprised at how much relevant experience you *already have* to include. Use this chart to jot down basic information to jog your memory on where you've been and what you've done so far. You can fill in the gaps later on dates and details, and then take things to the next level by making your resume look and sound its best with special formatting and strong action verbs, using our [General Resume Guide](#) and [Action Verbs Chart](#). For now, it's just about getting ideas onto paper so you know where to start building from.

<b>Academic Experience</b>	VCU Major/Degree Program (if declared): Minors or other Focus Areas: VCU GPA (cumulative and/or in-major), if applicable:  Previous University/College Name, if applicable: Major/Degree Program: Minors or other Focus Areas: University/College GPA (cumulative and/or in-major):  Community College Name(s), if applicable: Degree Program/Focus Area : Community College GPA (cumulative and/or in-major):  High School Name (typically <i>for first-year students only</i> ) High School GPA (weighted/scale)
<b>Paid Work Experience</b>	List anywhere you have worked for pay, and what your job title was while there (include multiple if you changed roles or got promoted): <ul style="list-style-type: none"><li>•</li></ul>
<b>Unpaid Work, Volunteer, or Community Service Experience</b>	List any organizations -- school-related, community-based, for-profit, etc. -- where you have done any volunteer, service, or unpaid work: <ul style="list-style-type: none"><li>•</li></ul>
<b>Clubs, Sports, Community Organization</b>	List any school clubs, sports (school-related or recreation), community or religious-based organizations, or other involvement you've had over the past few years, whether you were a consistent member or contributor, or held a leadership role:

## APPOINTMENT HOURS

Monday - Friday, 8 A.M. - 5 P.M.  
Schedule on Handshake.  
Log in at [careers.vcu.edu](https://careers.vcu.edu).

## OFFICE LOCATION

University Student Commons,  
1st Floor, Rm. 143

## CONTACT INFORMATION

[careers.vcu.edu](https://careers.vcu.edu)  
[careers@vcu.edu](mailto:careers@vcu.edu)  
(804) 828-1645

<b>Involvement</b>	<ul style="list-style-type: none"><li></li></ul>
<b>Awards or Scholarships</b>	List any school or community-based awards or scholarships you have earned in the past few years: <ul style="list-style-type: none"><li></li></ul>
<b>Technical Skills</b>	List any technical or computer-based skills and systems you would be comfortable utilizing in a work-related environment: <ul style="list-style-type: none"><li></li></ul>
<b>Intended Audience and Take-Aways</b>	<p>What types of jobs or opportunities are you hoping to use this resume to apply for over the next 6 months or so? (ex: <i>part-time jobs, student organization leadership role, Federal Work-Study positions</i>)</p> <ul style="list-style-type: none"><li></li></ul> <p>If someone were to quickly skim your resume, looking for highlights and themes, what are three things you hope they notice or take away from reading your document? <i>These could be specific experiences you are most proud of, a relevant major or academic focus, or a theme that runs throughout.</i></p> <ol style="list-style-type: none"><li></li><li></li><li></li></ol>

### Appointments

If you are interested in making an appointment with one of our Career Advisors to review your resume or discuss any other career-related topics/questions, [see which advisor advises your industry of interest](#). You can [schedule an appointment](#) by logging into Handshake and selecting the time that works best for you.

### Questions

If you have any questions, call our front desk at (804) 828-1645, or email us at [careers@vcu.edu](mailto:careers@vcu.edu).