CEAT
Career Services

Architecture Resume Worksheet

Architecture Resume Kickstarter

This worksheet is designed to help you focus on the content of your resume and to assist you in organizing your thoughts. Use it to identify your skills and qualifications. Once you have completed this worksheet, and checked all spellings, then you can decide on the format for your resume.

IDENTIFYING INFORMATION (DON'T USE ABBREVIATIONS!)
Complete the following information.

Current Address:
Name: _____

Permanent Address:
Name: _____

Address: _____
(street and number, city, state, and zip code)

Address: _____
(street and number, city, state, and zip code)

Phone: _____
(Be sure to give area code.)

Phone: _____
(Be sure to give area code.)

Email address: _____

(Use your OSU Email)

JOB OBJECTIVE:

Remember to keep it brief. Be as SPECIFIC as you can when developing this objective; try to tailor each resume to the position.

_____

_____

EDUCATION: (Only include your high school information if you are a freshman)

Undergraduate Degree

_____   _____

(Name of university)   (City & State of University)

_____   _____

(Degree)   (Expected Date of Graduation)

_____   _____ _____

(Major)   (Minor(s))   (Overall GPA)   (Major GPA)

If you have previously attended other educational institutions, be sure to include this information using the same format as above. GPA's from these institutions should only be listed if they are a 3.0 or better.

Explanation of other Certifications, Degrees, etc.

EXPERIENCE:

You should list your work experiences with the most recent first. Remember, unpaid experiences related to your field can be as valuable as those you receive $$ for! You can list more than two employers, but be sure they provide related experience or skills.

Organization Name #1: _____ Location of Company #1: _____

Position #1: _____   Dates: _____   _____

                                                                                          (Month/Year)   (Month/Year)

Description of Accomplishments or Skills: _____

_____

_____

Special Accomplishments _____

_____

....

Organization Name #2: _____ Location of Company #2: _____

Position #2: _____ Dates: _____   _____

                                                      (Month/Year)   (Month/Year)

Description of Accomplishments or Skills: _____

_____

_____

Special Accomplishments _____

_____

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Honors and Awards

_____
_____

_____
_____

Leadership Activities (Both on and off campus are appropriate.)

_____
_____

_____
_____

Special Skills (Such as computer skills, technical skills, skills that are unique to field, etc.)

_____
_____

References (Use only those you have contacted about being listed as a reference, and who would have insights into your capabilities for the position you seek.) List name, company and position, and contact info. Do not use a relative!

_____