

## Career Choice Guide Resume Writing Form

You can use this form to brainstorm all of the information you need to include on your resume no matter what type of resume you want to write.

Why brainstorm on a worksheet like this instead of directly typing up a formatted resume? Because a worksheet prevents you from thinking about formatting your resume and forces you to focus on the *content of the resume*. Formatting comes later. First you need to focus on writing excellent content.

### How to Use This Form

Read the instructions in each section, then type your information into the fields provided. Or, if you're not comfortable with typing in the fields, print up the form and handwrite the information, which you can later type into your favorite word processing software.

If you're typing directly into the fields, move your cursor over the field, left click, and start typing. Pressing the enter key will move the cursor to a new line on the same field. Pressing the tab key will move the cursor down to the next field. Don't forget to save the file after you complete it!

Once you've completed this worksheet to the absolute best of your ability, follow the links at the end of this sheet for help on polishing up your content and formatting your resume, and grab a copy of my book, *The Resume Writing Guide*, for comprehensive step-by-step instructions for writing a winning resume. You can get *The Resume Writing Guide* here: <https://www.amazon.com/dp/1502429322>

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### CONTACT INFORMATION

Ensure any phone number you provide has some type of working voicemail system and the message on the voicemail is simple and professional. We often forget what our voicemail messages sound like; call the any phone number you put on your resume to check your message and ensure it is appropriate.

Any email address you provide must also be professional. If your regular email address might send the wrong message to employers, (cutegranny@emailprovider.com, for example, isn't going to send the right message to employers) you can set up a new email account dedicated to job search related emails.

Double check to ensure you have typed the correct contact information. This step is particularly important if someone other than you will be typing up your final resume. A brilliant resume will be useless to you if employers can't reach you because your phone number or email address is incorrect.

**Name**

**Address**

**Phone**

**Cell**

**Email**

## **SKILLS**

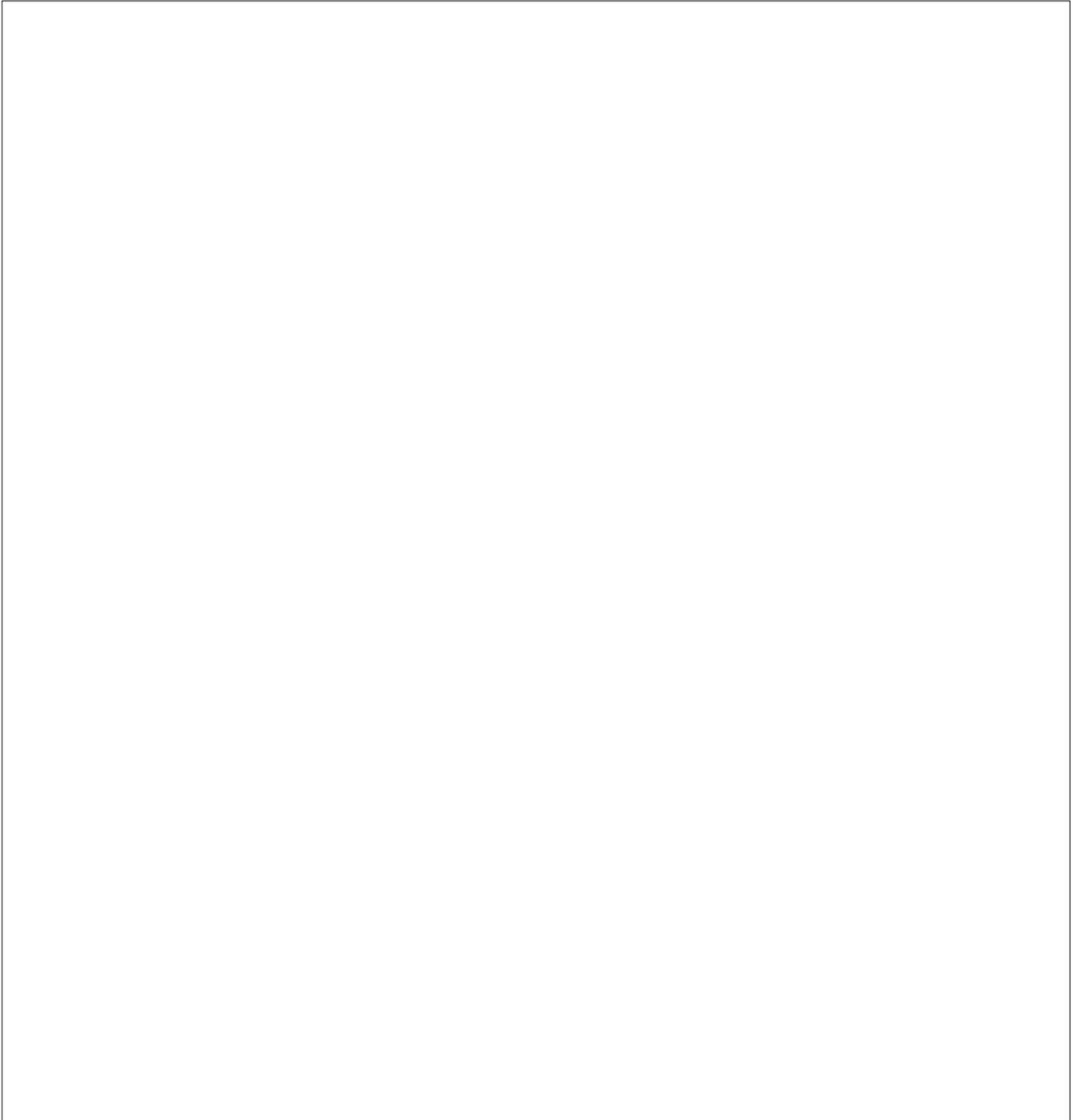
List at least 8 of your most marketable, work related skills. Be as specific as possible. If you are writing a combination resume, you can include the best of these skills in that section. If you are writing a chronological resume, the most important of these skills can be included in the work history section under the appropriate job.

**Important – Your skills and accomplishments are usually the most difficult parts of a resume to brainstorm and describe effectively. I've included the skills section here because this is where the section would normally appear on a resume. However, when I write resumes with clients, I almost always do this section last. If you are feeling stuck, skip to the work history section, and come back to the skills and accomplishments sections after you complete everything else.**

## **ACCOMPLISHMENTS**

List at least 8 of your most important work related accomplishments. Be specific and include as much detail as possible. Quantify your accomplishments (provide numbers) whenever appropriate. For example, instead of just saying you increased sales, quantify and say you increased sales by 30% in your first 6 months on the job.

Again, if you're stuck on this section, skip it, finish the rest of the form, and then come back to this section.

A large, empty rectangular box with a thin black border, intended for the user to list their work-related accomplishments. The box is currently blank.

## WORK HISTORY

List your most recent job first. Typically, you shouldn't go back more than about 10 years in your work history. There is space provided for 5 jobs; however, most people don't need to include that many jobs on a resume.

Take time to describe the most important aspects of your job. Aim for 5-8 points in the details section. Be sure to **include the aspects of your job that would be most impressive to a potential employer.** These most impressive tasks or accomplishments might not be the tasks you did most often at your job.

Don't just think about what you did at work all day, but **ask yourself, "Why was I good at that job?"** Keep working on your descriptive points until you've written some very convincing points that prove you were great at your job.

### Job #1

Job Title

Company

City

Employment Dates

Details

**Job #2**

**Job Title**

**Company**

**City**

**Employment Dates**

**Details**

**Job #3**

**Job Title**

**Company**

**City**

**Employment Dates**

**Details**

**Job #4**

**Job Title**

**Company**

**City**

**Employment Dates**

**Details**

**Job #5**

**Job Title**

**Company**

**City**

**Employment Dates**

**Details**

## EDUCATION

This section can include longer term degrees, diplomas, etc. as well as shorter professional development courses you have completed or in-house training programs.

If you have completed a college or university degree or diploma, you do not have to include high school on your resume. If you have not completed a degree or diploma and you have completed high school, you should include your high school diploma on your resume. If your education is more than ten years in the past, consider omitting the graduation dates, particularly if you are worried about age discrimination because graduation dates usually give away your age.

If you are a recent graduate, you should go into more detail about your activities and accomplishments at school. If you have been in the workforce for a few years, omit these details.

If you started but did not complete (and are not in the process of completing) a degree or diploma that is relevant to the type of work you are seeking, you can include the program on your resume, but you cannot use the word degree or diploma. Instead, use the word program or courses. If you have completed a degree or diploma, be sure to include those words on your resume because that indicates to an employer that you completed the program. If you are in the process of completing a program write "Degree expected" (or diploma expected) and the month and date you expect to graduate.

### Program 1

**Name of Program**

**Name of School**

**City**

**Graduation Date or Expected Completion Date**

**Notes**

### Program 2

**Name of Program**

**Name of School**

**City**

**Graduation Date or Expected Completion Date**

**Notes**

**Program 3**

**Name of Program**

**Name of School**

**City**

**Graduation Date or Expected Completion Date**

**Notes**

**VOLUNTEER WORK OR HOBBIES**

This section is optional. Only include this section if it communicates something positive about you as a potential employee. If you are including volunteer work, note the organization where you volunteered, the city, dates, years, and briefly, in point form, describe your role.

Be aware that some volunteer activities can give away personal information about yourself that you may or may not want to share with potential employers while you are job searching. For example, saying you volunteer at a church provides information about religious affiliations, or saying you volunteer at your child's school provides information about family status. It's your choice whether you want to provide this information, but do be aware that employers read between the lines and can make assumptions (positive and negative) about you based on your volunteer work. Think carefully about what your volunteer work says about you before you decide whether to include it on your resume.

For most people, this section of the resume is of limited importance. However, if you have limited work experience, your volunteer work may become a very important part of your resume. If that is the case, you'll want to include more details about your volunteer work. In that case, if you need more space, use the work experience section of this form to write out information about your volunteer work. Just be clear that it is volunteer work, not paid experience, particularly if someone else will be typing up your resume for you.

**Volunteer Work 1**

**Volunteer Work 2**

## RESUME WRITING RESOURCES

Once you've completed the information on this form to the absolute best of your ability, it's time to start formatting your resume.

The links below will help you choose the best resume format for your needs and structure your resume correctly.

Remember, rewriting is an important part of writing, so although you've put a lot of effort into writing great content on this form, continue to challenge yourself to polish up your phrases as you transfer the information from the form onto your formatted resume. The links to resume action words, descriptive words and industry buzzwords will help.

### **Get All of the Resume Writing Information You Need in One Place**

My book, *The Resume Writing Guide*, is the only book I know of that takes you step-by-step through the entire resume writing process. It takes the overwhelming task of creating a resume and breaks it down into small, manageable steps. It also tells you how to write a resume that shows you at your best even when you have challenges like long term unemployment, a career change, incomplete education, or limited experience. This resume writing book is not just for people who have had “perfect” careers. I wrote it to help real people find real work!

Get the book here: <https://www.amazon.com/dp/1502429322>

### **Choosing the Best Resume Format for Your Needs**

<http://www.careerchoiceguide.com/resume-ideas.html#styles>

### **Formatting the 3 Most Common Resume Styles**

[Combination Resume Format](#) (this style works for most people most of the time)

[Chronological Resume Format](#) (use this style only if you have a solid work history)

[Functional Resume Format](#) (be very careful about using this format. A lot of employers do not trust functional resumes)

### **Parts of a Resume**

More detailed information about the sections within a resume

<http://www.careerchoiceguide.com/resume-ideas.html#parts>

### **Resume Words to Inspire Your Writing**

- How to research industry-specific buzz-words  
<http://www.careerchoiceguide.com/resume-key-words.html>
- Action words for your resume  
<http://www.careerchoiceguide.com/resume-action-words.html>
- Descriptive words for your resume  
<http://www.careerchoiceguide.com/resume-words.html>

### **Sample Resumes**

<http://www.careerchoiceguide.com/resume-ideas.html#examples>

## **Career Choice Guide Resume Writing Form**

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