

Getting Ready for the "Real World" Mentoring Series
Resume Worksheet - SAMPLE



FIRST LAST: Jane Doe

Address: 225 W. Vine St., Milwaukee, WI

Phone: 414-263-8100

Email: jdoe@unitedwaygmwc.org

- VALUE STATEMENT: A patient listener who fully focuses on speakers and understands a variety of accents.

EDUCATION

- Completed 2 years at James Madison Academic Campus
- Expected graduation date: June 2017
- G.P.A.: 2.9

EXPERIENCE

- *Include club & community service hours*
- Babysitter, ages 4-8
- Member, Women's Basketball Team, 2 years
- Volunteer at Interfaith Older Adult Program, 25 hours
- Volunteer at ABC Library, 25 hours
- Yearbook Club, 2 years

RELEVANT HIGH SCHOOL STUDIES

- Biology, B+ average
- Sociology, A- average
- CPR Certified, 2013
- ABC Babysitting course, 2013

HONORS, AWARDS, AND MEMBERSHIPS

- Member of Future Nurses of America
- Perfect Attendance Award, Fall 2013