

Résumé Data Collection Template (Digital)

Filling out this questionnaire will give you a head start to compiling a professional and effective résumé. Take it slowly and gather accurate information. Skip any question that is not relevant to your situation, but think broadly about experiences and skills that you have acquired by participating in classes, involvement, work (both volunteer and paid), internships, projects, and activities.

Contact Information

Name	
Street Address	
City, State, Zip	
Telephone	
E-mail	

Education

HIGHEST DEGREE EARNED

Official Name of Institution	
City, State	
Month/Year Graduate	
Official Name of Degree	
Major	
Minor	
Emphasis	
GPA	
Scholarship	

EARLIER DEGREE EARNED (Do Not Include High School)

Official Name of Institution	
City, State	
Month/Year Graduate	
Official Name of Degree	
Major	
Minor	
Emphasis	
GPA	
Scholarship	

Awards

Title	
Awarding Organization	
Date Earned	

Projects

Name of Project #1	
Length of Project	
Format of Project	
# in Team or Solo	
Description of Work	

Name of Project #2	
Length of Project	
Format of Project	
# in Team or Solo	
Description of Work	

Internship

Company	
Location	
Title	
Dates of Employment	
Responsibilities	
Day to Day Duties	
Recognitions	
Committees	

Work Experience

Company #1	
Location	
Title	
Dates of Employment	
Responsibilities	
Day to Day Duties	
Recognitions	
Committees	

Company #2	
Location	
Title	
Dates of Employment	
Responsibilities	
Day to Day Duties	
Recognitions	
Committees	

Company #3	
Location	
Title	
Dates of Employment	
Responsibilities	
Day to Day Duties	
Recognitions	
Committees	

Associations

Name of Organization	
Location	
Length of Membership	
Titles Held	

Name of Organization	
Location	
Length of Membership	
Titles Held	

Memberships/Clubs, Societies, or Professional Organization

Name of Organization	
Location	
Length of Membership	
Titles Held	

Skills

Computer Software	
Technical (typing, POS, coding)	
Relevant Coursework	
Characteristics	
Communication	
Customer Service	
Languages	

References

Name	
Title	
Address	
City, State, Zip	
Phone	
E-mail	
Relationship	

Name	
Title	
Address	
City, State, Zip	
Phone	
E-mail	
Relationship	

Name	
Title	
Address	
City, State, Zip	
Phone	
E-mail	
Relationship	