Resume Prep Form

Peterburg Public Library

**The Basics**: What personal information do you wish to include at the top of the resume? Name, email address and phone number are required. Address could be considered optional. Do not include any information such as driver’s license number or social security number!

Name:

Address:

(Ok to list only city and state, or leave off the resume completely)

Telephone Number:

Email Address:

**Professional Objective**: An objective is typically a 1-2 sentence statement at the top of the resume. It communicates, in short-and-sweet terms, what you want to do and what you are seeking. It should be a statement that reflects who you are, as well as where you want your career and your life to go next. Try drafting a few sentences, keywords, or phrases that you might include in your objective. Don’t overthink it, and don’t try to get it “perfect” on your first try. For now, just jot down some thoughts.

**Skills and Superpowers**

What are some of your skills? Consider things you can DO, things you KNOW, and roles you PLAY better than anyone!

Analyzing data

Assessing quality

Assigning tasks

Auditing

Billing

Bookkeeping

Budgeting

Change agent

Coaching

Correcting problems

Designing

Developing policies/procedures

Directing work

Editing

Financial planning

Fund raising

Gathering data

Helping others

Implementing

Listening

Making decisions

Managing people

Marketing

Negotiating

Organizing

Pricing

Relating to customers

Scheduling

Setting priorities

Setting standards

Solving problems

Taking inventory

Teaching

Team building

Training others

Writing

Writing proposals

**Employment History / Professional Experience**

Most Recent Employer:

Dates (From): (To):

Job Title:

What did you do there? What results did you achieve there? What skills did you use?

Employer:

Dates (From): (To):

Job Title:

What did you do there? What results did you achieve there? What skills did you use?

Employer:

Dates (From): (To):

Job Title:

What did you do there? What results did you achieve there? What skills did you use?

(Copy page as needed for additional employers)

**Education / Certifications / Additional Training**

(Ok to list things that are started, single courses, or “in-progress”)

Educational Institution / Cert Name or Training Course Name Dates

**Business / Professional Activities**

List any memberships, licenses, professional associations or networking groups you belong to, as well as community organizations, recreational hobbies of interest, sports you play or coach, etc. You can evaluate later whether you would actually include them on your resume. For now, try not to overlook anything.