

# Resume Planning Page

Use this sheet to list as many items as you can think of for each topic to assist you in the resume writing process.

<b>Objective</b> What kind of position are you seeking? Is there an area of focus?	
<b>Education</b> What will you include under your education heading?	
<b>Skills</b> Examples might include computer skills, language skills, specialized skills, certifications, etc.	
<b>Related Experience</b> Include relevant work, volunteer, leadership and internship experiences - include title, name of organization, city, date, dates of participation	
<b>Honors and Activities</b> Share academic or other honors you have received including scholarships or other awards - list leadership positions, organization memberships, athletic involvements, etc.	
<b>Other Experience</b> Do you have other experiences that are not related to your area of focus but demonstrate skills or strengths you have developed?	
<b>Course Projects</b> What class projects highlight career-related skills?	