

# resume worksheet

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(your name)  
(street address)  
(city, state, zip)  
(phone, e-mail)

## Objective

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## Education

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(University of Nebraska-Lincoln)  
(degree, major, mo/yr of graduation)  
(minor/area of emphasis)  
(GPA)

Relevant Coursework

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## Experience

(start each bullet  
with action verb)

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(job title, dates)  
(employer, city, state)  
(responsibilities, achievements)

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- ---
- ---

(start each bullet  
with action verb)

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(job title, dates)  
(employer, city, state)  
(responsibilities, achievements)

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- ---
- ---

(start each bullet  
with action verb)

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(job title, dates)  
(employer, city, state)  
(responsibilities, achievements)

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## Skills

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## Activities

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## Honors/Awards

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## [Other Heading]

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