

RESUME WORKSHEET (Use Tabs to space everything)

Name
e-mail (username@ccs.neu.edu)

LOCAL ADDRESS

HOME ADDRESS

PHONE: _____

PHONE: _____

EDUCATION

NORTHEASTERN UNIVERSITY Boston, MA
College of Computer Science 19____ - present
Candidate for a Bachelor of Science in Computer Science 19____
Related Courses: _____

Honors: _____
Activities: _____

HIGH SCHOOL City, State
College Preparatory Program 19____ - 19____
Related Courses: _____
Honors: _____
Activities: _____

COMPUTER KNOWLEDGE

Languages: _____
Systems: _____
Software: _____

WORK EXPERIENCE (list most recent job first)

COMPANY NAME City, State
Job Title (if applicable) 19____ - 19____
Brief job description (2-5 sentences, use action words, do not use "I" or "My")

COMPANY NAME City, State
Job Title (if applicable) 19____ - 19____

Brief job description: _____

(Include jobs such as summer, part time and volunteer.)

INTERESTS

List any hobbies or interests. This is also a place to add special background information which is not covered elsewhere.

REFERENCES Furnished upon request.

SAMPLE REFERENCE SHEET

References for YOUR NAME

1. Name of Reference Person

Title
Organization
Department
Mail Stop or Office Number
Street Address
City, State, Zip code
(Area Code) Phone Number

Nature and length of relationship

2. Name of 2nd Reference Person

Title
Organization
Department
Mail Stop or Office Number
Street Address
City, State, Zip Code
(Area Code) Phone Number

Nature and length of relationship

3. Name of 3rd Reference Person

Title
Organization
Department
Mail Stop or Office Number
Street Address
City, State, Zip Code
(Area Code) Phone Number

Nature and length of relationship

Ideally, students should have a minimum of one academic reference. When selecting reference providers, be sure to approach them in advance. Allow them the opportunity to decline he request. Approach only those persons you are reasonably sure would provide a positive image of you to employers. Let the reference person know why you seek a reference, who they can expect to hear from, and the time period during which they can expect to be contacted by those seeking the reference. Sometimes, a transcript and a resume is helpful to reference providers.

Most resumes indicate that the candidate can furnish references. Provide the list of references only if requested by the interviewer. Finally, be sure to thank your reference providers for their assistance and update them on your situation once you have finished interviewing.