

# resume brainstorming worksheet

The first step in starting a resume is to brainstorm. Think of all the opportunities you have had to gain experience and skills, regardless of length of time, whether it was paid, title or responsibilities. Afterwards, reflect on what you achieved in each experience. What did you *do* and what was the *outcome*? E.g. Student Government Association – organized events such as Homecoming Dance and Spirit Week.

Do not worry now about whether it is the “right” or best experience to include on a resume. This exercise encourages you to be really broad and creative in your thinking.

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| Professional  (part-time or campus jobs, summer positions, internships)  Accomplishments: | Academic  (class projects, research opportunities, study abroad, classes)  Accomplishments: |
| Campus  (student organizations, leadership roles, athletics)  Accomplishments: | Personal  (Scouts, religious groups, volunteer positions)  Accomplishments: |
| Awards/Recognition  (academic, athletic, service, leadership, certifications)  Accomplishments: | Achievements  (Anything for which you are most proud)  Accomplishments: |
| Skills  (What skills have you developed in any of the above?) | |

**For more info, contact the CEO at 410-337-6191 or visit the CEO Website at www.goucher.edu/ceo**

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