



Resume Building Block Questionnaire

If you are starting from scratch or need to overhaul your resume, having a tool for development is essential. This questionnaire is a first step! Your Career Counselor will assist you but he/she doesn't know you, your story, or what you've accomplished in your educational, personal, or professional endeavors. The detail you provide will only HELP them to HELP you! Please be thorough.

Instructions – Please READ and complete every section of this form. If you do not have an answer to a question, you must write "N/A" to indicate that you at least saw the question and didn't simply overlook it. If you need any clarification on how to answer a question, please email careerservices@okcu.edu

1. Name:
2. Mailing Address & Phone Number & Email:
3. Degree Earned/Pursuing:
4. Expected Graduation Date:
5. Current GPA:
6. List any relevant coursework or favorite class:
7. What do you hope to accomplish with this resume (are you applying for a job, a scholarship, an internship, etc) and in what field? The field is important, if you're unsure, please put GENERAL:
8. Where have you worked/are you working (list up to 4 most recent/relevant job):

Employer	Your Title	Date Ranges	Your Job Duties

9. Are you involved in any social, academic or leadership organizations (through school, community involvement, your church, etc.)? If yes, list them below:

Organization	Your Role in Org.	Date Ranges

10. Do you hold any certifications (lifeguard, CPR, LPC, etc.)? If yes, list them below:

Certificate	Date that you Earned It

11. Do you have any honors/awards/scholarships? If yes, list them below

Honor/Award/Scholarship	Date that you Earned It or Date Range if you maintain it

12. Do you have any unique or special skills? If yes, please provide them here:

13. Provide the following information for THREE references, these can be teachers, employers, academic advisors, coaches, elder church members, anyone who can speak to your skills, abilities, dependability, and general life awesomeness; (DO NOT LIST FAMILY OR PERSONAL FRIENDS):

Their Professional Title	Where they Work	Their Phone Number	Their Email Address

14. Please provide any additional information that you feel should be included on your resume but that none of the above questions addressed specifically.