

Just the Facts

Below are various qualifications found on a resume. Fill out the criteria that relates to you to get an understanding of what to include on your resume. Refer to the Resume Worksheet to input your information in the correct format.

Yes No Language Abilities

Yes No Technology Skills

Yes No Study or Travel abroad

Yes No Leadership Positions (campus/community)

Yes No Conference attendance/participation

Yes No Volunteer activities/civic contributions

Yes No Honors, awards, distinctions

Yes No Community Service/service learning

Yes No Publications

Yes No Research Experience

Yes No College Activities (sports, clubs, etc.)

Yes No Extracurricular interests

Yes No Certifications and licenses

Yes No Teaching competencies/experience

Yes No Technology Skills

Yes No Work

Yes No Related Course work

Yes No Other
