

RESUME SAMPLE

NAME

Permanent Address

XXXXXXXXXXXX
XXXXX, XX XXXXX

Campus Address

XXXXXXXXXXXX
XXXXX, XX XXXXX

Objective: Describe your short-range career goal and expectation.

Education: Enter College/University attending or planning to enter
Enter the discipline/major
Enter expected date of graduation

Enter High School name, city, and state
Enter type of program
Enter date of graduation

Key Skills and Accomplishments
Enter any skills and accomplishments.

Experience: Enter Company, Name, City, State

Describe responsibilities and duties. Indicate any skills
acquired in this position.

List other experiences same as above, if applicable.

Other Activities/

Awards: List any special activities or awards received.

References: List references here.

Note: If possible, keep your resume to one page.