

Name

Current Address

Street
City, ST ZIP

Permanent Address

Street
City, ST ZIP

cell phone number
email address

OBJECTIVE/ SUMMARY

(OPTIONAL SECTION)

Objective: State a specific job title you are seeking and list the skills that you bring to that position

Summary: Summarize in 3 - 5 bullets the skills and personal traits you possess and that mirror the job description to best communicate you are a fit for the position/company

EDUCATION

University; City, ST

Degree; Majors; Date of Graduation

- GPA (Overall is assumed.
- Add Major GPA if it is higher and label as such)

APPLICABLE COURSEWORK

(OPTIONAL SECTION)

List courses that fill a gap in your resume or otherwise illustrate that you have the

needed knowledge, though lack the experience (use columns)

EXPERIENCE

Job Title; Dates of Employment

Employer; City, ST

- Start with an active verb/skill (past tense if experience is completed)
- List experiences present to past
- Include volunteer work, internships, co-ops, part-time jobs and leadership positions if they support the goal of the objective
- Quantify: For example, how many people did you supervise? How much money did you manage?

Special/Senior Projects

- List skills gained while working on a class project

ACTIVITIES/ HONORS

(OPTIONAL SECTION)

Organization, *position,* dates; *position,* dates

List sports, clubs, student government and honoraries, any offices held and dates of membership

Include volunteer activities, honors and awards (might be a separate section if lengthy)

KEY SKILLS

Foreign Languages: List oral and written competency levels

Computer: Include hardware and software proficiencies

Certifications/Licenses: List dates

Personal: List personal skills/traits that help make you a better candidate for the job

INTERESTS

(VERY OPTIONAL SECTION)

List interests and hobbies if you have space and if they are relevant to goals of objective

REFERENCES

(OPTIONAL SECTION)

Available upon request