

YOUR NAME

Street Address
City, State, Zip Code

123-456-7890
yourname@email.com

SUMMARY OF SKILLS OR KEY HIGHLIGHTS

- Your 'objective' should be identified in the cover letter and not on the resume
- Use bullets to list specific job/workplace skills most important to the position
- Highlight any unique relevant experience related to the position
- Make each bullet count, max. of 4, and list any special training, language skills, certifications relevant to the position

PROFESSIONAL EXPERIENCE

Job Title

Month/Year – Present

Company Name, City, State

List work history **starting with the most recent** employment. Write a brief summary of job responsibilities and showcase specific achievements to **quantify and qualify** results. Highlight accomplishments. Use statistics, facts, and numbers as evidence.

- Use bullets to convey **measurable achievement** or key successes. These may extend beyond one line of information.
- Avoid terms such as "responsibilities included" – **use action verbs! No personal pronouns (I, we, they)**
- Note that formatting is somewhat subjective – keep it clean but it does not have to look just like this sample.
- In listing experience, high school jobs may be omitted or included. Eventually resume should go back at least 10 years (but this is subjective)

Job Title

Month/Year – Month/Year

Company Name, City, State

For each job, be sure to give a very brief description of what you did, but, use the limited space to tell why and how you were successful. **Provide evidence. Make a case.** Be clear and **concise**. For a recent college grad, it would be unusual to go beyond 1 page.

- **Convey results** – employers will make the assumption that if you were successful at your last job, you will be successful for them. Don't force them to have to assume! Make it clear!
- Your successes should especially highlight **transferable skills** that are relevant to a wide variety of positions.
- Max. of 3-4 bullets per job! **Don't forget to include your internship.**
- There may be times where separating "Professional Experience" and "Leadership Experience" may be useful. Feel free to modify the categories.

EDUCATION

Bachelor of Arts, Double Major in Accounting and Entrepreneurship
Indiana Wesleyan University, Marion Indiana

Expected Graduation April 20XX

- **Don't list high school** or any schools you transferred credits from, **GPA is debatable**
- List any additional certifications, or graduation honors if received
- At times, education may go above experience

LEADERSHIP/SERVICE/AWARDS/HONORS/ACTIVITIES (or some combination thereof)

- List **relevant service or volunteer work**, dates may be included if relevant
- **Leadership positions held**, group involvement, special awards or honors
- **Student Athletes** – be sure to highlight what you offer to an employer!
- DO NOT include references on your resume. And, DO NOT state "references available upon request."
- DO: proofread, have many people read and critique, customize (at least top section) for each employer