

FIRST NAME, LAST NAME
STREET ADDRESS, CITY, STATE, ZIP CODE
PHONE AND EMAIL ADDRESS

Make sure your phone voice mail message is professional (no music). Your email address should also be professional (ideally something like firstname.lastname@email.com).

SUMMARY / PROFILE STATEMENT

Three or four sentences or bullet points summarizing your strengths and the value you bring to an employer or organization. This statement should focus on the specific qualifications and skills that relate to your chosen field and occupation.

EDUCATION

Name of University, Location (City, State), Graduation Date

Degree, Major, Relevant Coursework

For recent graduates, Education usually appears near the top of the resume.

Include the name of the college you attended, the location (City, State) and your graduation date (month, year). If you are currently attending, you should put your expected graduation date.

Also include relevant coursework from your major so that employers can get a sense of the skills you've acquired.

EXPERIENCE

Jobs should be listed in reverse chronological order – your most recent position should be at the top of this section and then go back from there.

Name of Company or Organization, Job Title

Location (City, State), Start and End Dates (month / year – month / year)

Description of your Responsibilities and Accomplishments (Bullet Point format):

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Be very specific in listing your responsibilities and accomplishments. Focus on your achievements -- goals you accomplished or surpassed, problems you solved, things you did to help your company or organization succeed. Whenever possible, use specific numbers regarding your achievements. Begin bullet points with action verbs to describe your accomplishments. Include Internships and Volunteer work under Experience.

SKILLS

Use bullet points to list the skills and abilities you possess that are valuable to employers. Include technology/computer skills, languages, customer service / client relations and social media knowledge (especially for marketing).

Note: Some resumes have the Skills section closer to the top of the page.

CAMPUS ACTIVITIES / COMMUNITY SERVICE / ATHLETICS

Include activities that showcase leadership, dedication, work ethic, teamwork, and people skills.

AWARDS / ACCOMPLISHMENTS / HONORS

Highlight academic and community awards and honors.