
Name

Address

Phone #

Email

OBJECTIVE

An objective statement should be one sentence clearly defining what position you are applying to. The objective statement needs to be short and direct.

Include the title of the position, the department and company's name in your objective statement

EDUCATION

The education section is usually the most important section for recent graduates. Be sure to include the degree earned, your major and/or minor, graduation date, name and location of your university. List your degrees in reverse chronological order, starting with the degree you are currently obtaining or the one you obtained most recently. You can also include your G.P.A. (3.0 and higher) and any honors received. In addition, you can highlight relevant courses and/or projects that you have completed or are currently partaking. After freshman year, it is usually not necessary to mention your high school diploma if you are currently working on an associate or a bachelor degree.

| | |
|--|--|
| Degree: (Associate of Arts, Bachelor of Arts, Bachelor of Science) | Date degree was earned or graduation date (Month/Year) |
| Name of college or university | Location (city, state) |

| | |
|--|--|
| Degree: (Associate of Arts, Bachelor of Arts, Bachelor of Science) | Date degree was earned or graduation date (Month/Year) |
| Name of college or university | Location (city, state) |

Relevant Courses: _____

and/or

Relevant Projects: _____

EXPERIENCE

In this section, you will list your previous experience (volunteer, full- and part-time) in reverse chronological order as they relate to the position you seek. You will need to include the name and location of the company you worked for, the title of your position, length of employment, and a summary of your duties and responsibilities. When describing your duties and responsibilities, be sure to use action verbs. Take a look at the handouts entitled **Action Verbs** and **Action Statements**.

1. Position: _____ Length of Employment: _____

Month/Year-Month/Year

Employer: _____ Location: _____

Skills/accomplishment/work samples:

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-

2. Position: _____

Length of Employment: _____
Month/Year-Month/Year

Employer: _____

Location: _____

Skills/accomplishment/work samples:

-
-
-
-

3. Position: _____

Length of Employment: _____
Month/Year-Month/Year

Employer: _____

Location: _____

Skills/accomplishment/work samples:

-
-
-
-

PROFESSIONAL AFFILIATIONS, HONORS AND ACTIVITIES

This section is optional and can be used to highlight other useful skills you may have. You may include leadership positions, scholarships, fellowships, or volunteer experience.

SPECIAL SKILLS OR INTERESTS

This section is optional and can be use to add relevant information to your resume that focuses on special knowledge or skills, such as technical or computer skills or additional languages you may know.
