YOUR NAME

Current Address:	Single Address	**Permanent Address:**
Address (include campus box)	City, State Zip	Address
City, State Zip	(AC) Phone Number	City, State Zip
(AC) Phone Number & Ext.	Cell Phone Number (cell)	(AC) Phone Number
E-mail Address	E-mail Address	Cell Phone Number (cell)

OBJECTIVE
(Career, Part-time, Summer, or Internship) position in (industry or field) which values (or utilizes) list of skills or values.

QUALIFICATIONS
Put your best information in the first 15 lines of the resume. Relate these to your objective. Use paragraph style to include 5-6 highlights.

EDUCATION
WILLIAM JEWELL COLLEGE   Liberty, MO – B.S. / B.A. Grad Date
Major in (list and include minor if appropriate), Overall GPA (if => 3.0). Comments such as areas of emphasis, honors projects, research titles, etc.

OTHER COLLEGE or Overseas Study

COURSES
Only include if relevant and you have unrelated experience. Separate courses with periods, commas or semicolons

HONORS & ACTIVITIES
Examples: Scholarships, Dean's List, Scholar Athlete, etc.
Athletics, Fraternity/Sorority, Clubs/Organizations, Volunteer Activities, etc.
Headings allow you to group activities together. Show leadership.

RELEVANT EXPERIENCE
EMPLOYER #1   City, State – Dates (Most recent first)
Position Title – Include work or volunteer experience related to your objective, citing significant accomplishments/responsibilities in paragraph style.

EMPLOYER #2   City, State – Dates
Position Title – Another work or volunteer experience related to your objective with significant accomplishments/responsibilities in paragraph style.

EMPLOYER #3   City, State – Dates
Position Title – Another work or volunteer experience related to your objective with significant accomplishments/responsibilities in paragraph style. Insert row if needed.

OTHER EXPERIENCE
EMPLOYER   City, State – Dates
Position Title – Work / Volunteer experience NOT related to your objective with significant accomplishments/responsibilities. Don't elaborate if your relevant experience is significant.

ADDITIONAL INFORMATION
Example: Worked (#) hours per week while attending college. Responsible for (percentage) of college expenses.   Computer software and applications.

AVAILABILITY
When you are available for employment.

REFERENCES
Available upon request.