

RESUME EXAMPLE

YOUR NAME

Street address
City, State ZIP
612-125-4321
UMN email address
LinkedIn URL

- Use one line for each item
- One phone number
- UMN email while in school
- Add your LinkedIn URL

SUMMARY OF QUALIFICATIONS

- Skills customized to position description
- Skill two
- Skill three

Use the position description to guide your summary – this will help you capture the key words

EDUCATION

Master of Public Health – Nutrition
University of Minnesota, Minneapolis, MN

Boldface the degree, not the school!

expected month year

Bachelor of Arts, Natural Science; Spanish minor
University of St. Thomas, St. Paul, MN

month year

RELEVANT EXPERIENCE

Organization One, city, state
Position Title

- Conduct....
- Analyze...
- Collaborate....
- Develop...

Use parallel structure:
- Include location for each position
- Align dates on right side of page
- Start each bullet with an action verb

date - date

Organization Two, city, state
Position Title

- Taught...
- Planned...
- Evaluated...

date - date

Organization Three, city, state
Position Title

- Served...
- Worked....

Other sections might be "Awards" "Military" "International Experience" or "Professional Affiliations"

date - date

LEADERSHIP EXPERIENCE

Leadership/Volunteer Position One
Leadership/Volunteer Position Two
Leadership/Volunteer Position Three

Relevant coursework is useful to include if you have limited relevant experience

RELEVANT COURSEWORK

If you must go to a second page, be certain your name is in the upper right hand corner, with "Page Two" under your name, and have enough relevant content to fill up the entire second page.