

School Address

Springfield College, Box
Springfield, MA 01109
(area code) phone
e-mail address

Home Address

Street, State Zip Code
(area code) phone
e-mail address

OBJECTIVE

Brief statement of position you are seeking

EDUCATION

Springfield College, Springfield, MA
Bachelor of _____ month/year
Major: _____ Minor: _____ Concentration: _____
(Grad students list S.C. first, other grad work, then undergrad)
GPA (List if 3.0 or above. Overall and/or major.)

Financial Support: If you contribute to your college expenses, state as a percentage: "50% self-supported for undergraduate work," "Paying 100% of educational costs." "Financed 75 % of college tuition and living expenses." "Average 20 hours of weekly employment."

RELEVANT COURSES

List 4-6 courses in your major which are relevant to potential job. Only include if it will enhance your candidacy.(appropriate for co-op/fieldwork/internship resumes, nontraditional and technical majors.)

HONORS/AWARDS

Dean's List/Academic Honors/Honor Societies
list cum laude, or magna cum laude or summa cum laude after undergraduate degree in "Education" section. (some opt to italicize or bold graduation honors)
Scholarships/Awards

**EXPERIENCE/
RELATED
EXPERIENCE/
PROFESSIONAL
BACKGROUND/
VOLUNTEER
EXPERIENCE**

The experience most relevant to the job you want should be listed first. Other experiences should follow in reverse chronological order. What you accomplished is more important than where or when, cluster relevant positions together! List non-related jobs in a second category ("Experience or Professional Background"). Include summer jobs, volunteer experience where appropriate.

- You can also list a section of specific experience, for example:

**TEACHING
EXPERIENCE/
COUNSELING
EXPERIENCE**

Your job title
Employer, city, state
Thorough description of duties, skills, accomplishments
Dates of employment

Relevant conferences/seminars (include any presentations you've given).
Campus/community organizations: indicate position, mention activities which highlight leadership skills, committee work, significant projects; activities (academic, social, athletic special skills/training)

Language expertise, computer skills, certifications, license, travel

**ACTIVITIES/
PROFESSIONAL
ORGANIZATIONS**

This should not be dismissed, however try to reflect your interests through "Activities" section. Interest provides a useful vehicle to promote unique qualities and personal involvement.
Your resume is not solely describing your professional accomplishments, it provides a window or a snapshot of the person.

(List references on a separate page)

**COMPUTER
SKILLS/
SPECIAL SKILLS/
CERTIFICATIONS**

INTERESTS