YOUR NAME

Present Address	Permanent Address
City, State ZIP	City, State ZIP
Phone (906) 000-0000	Phone (906) 000-0000
NMU E-mail Address	Second Email Address?

CAREER OBJECTIVE:
(or Career Interests:)
Describe the type(s) of position(s) or work functions you seek, in short-range (and long-range, if possible) terms.

(Ideally the following descriptions will support and provide evidence of qualifications/skills)

QUALIFICATIONS:
▪ Brief highlighted list of the
▪ Skills, Qualifications, Abilities, Qualities, Certifications
▪ You possess (both personal and professional) that
▪ Relate to what the employer is looking for

EDUCATION:

Degree	**Major**	**Expected Graduation (MM/YY)**

Name of Institution, Location (City, State)
Minor (or Academic Concentration)
- Note significant honors, awards (e.g., GPA if 3.0+)
- Scholarships (Indicate that they were awarded and use exact name)
- Course, project, research accomplishments (e.g. thesis topic)

Relevant Coursework
(A selected sample of some of the academic courses you completed relevant to your career objective, or career interests.)

COMPUTER SKILLS:
Note relevant computer skills: hardware and software (e.g., "ThinkPad" Model SL410, Windows XP Professional, Microsoft Office 2007, Eudora Pro 5.1, MS Internet Explorer 7.0, Adobe Photoshop, AutoCad Re: 2000, C++ Programming, etc.)

PROFESSIONAL or
WORK EXPERIENCES:
(Reverse, chronological order)

Job Title   **Year from _____ to _____**
Name of Employer   City, State
►Describe primary accomplishments, achievements and results
► Provide evidence of excellent performance (e.g. received excellent performance reviews, improved results, merit salary increases, promotions, etc.)

Job Title   **Year from _____ to _____**
Name of Employer   City, State
► Same as above

LEADERSHIP and/or
ACTIVITIES:
► List leadership roles (note if elected or appointed)
► List organizational memberships in campus extracurricular, professional,
► And/or civic organizations (include achievements, results, etc.)

MILITARY EXPERIENCE:
Note branch, rank, awards, related training, approximate dates of service from/to

PERSONAL:
NOTE:
● Date available for employment
● Unique skills or attributes that relate to your career objective (e.g. language proficiency, extensive travel, willing to relocate, relevant hobbies or interests, certifications)

PORTFOLIO: **AVAILABLE FOR REVIEW**