

YOUR NAME IN CAPS AND BOLD AND LARGER FONT

Your address in smaller font
City, State, Zip code
Telephone number
E-mail address

QUALIFICATION SUMMARY

Write a 3 -5 phrase summary of your most important skills. Do not use the words "I" or "me" anywhere in the resume. Summarize your education, your skills, give some adjectives that describe yourself, and end by saying you have good communication and teamwork skills.

EDUCATION

State your formal degree title as found in the catalog.
Kent State University, Date you began college to present
Number of credits completed
G.P.A. if 3.0 or higher

List another college if you have credits or training.
Do NOT list high school.

CERTIFICATIONS/ SPECIAL TRAINING

Use this category if you have any training or certificates. Certifications must be up to date if you list them. Also you must include the Title of the training or the certificate, the date you received it, and who issued it (where you went to obtain it.)

HONORS

Use this category if you have been on the Dean's List or if you have received any honors or merit awards. You must include the date for awards, who gave you the award, and for the Dean's List you need to give the semester and year.

COMPUTER SKILLS

List all software and computer programs that you can use.

YOUR NAME IN CAPS AND BOLD, page two

PROFESSIONAL EXPERIENCE

For this section, list your last three jobs OR go back five years, whichever totals five or six years. Use the format given here. List present or most recent job first, and go backwards in time.

Job Title, Date you started the job, to Present (or date you ended the job)
Company name, City, State,

- Bullet your accomplishments
- Be specific about your skills in this section
- Use about 3-5 bulleted phrases

VOLUNTEER WORK

Remember that volunteer work is also work experience. Be sure to give the dates and names of the places you volunteered.

- You can use a bullet format
- Or you can use the format above if you want to list accomplishments

REFERENCES

Available upon request.

Or, if your page two is short (½ page or less), you can list three references.

- Name, Person's Title,
Phone Number, e-mail address
- Try to use College Professors and Work Supervisors for your references.

Note: This is just a "template" for you to use in writing your resume. You can "adjust the information", if necessary. Internships and student teaching should be listed under Professional Experience and treated as a job. You need to spend time on your resume and revise it several times to have a professional product at the end. Your resume should look like the template above only with your personal information in it.

