

# Name

## Current Address

## Street  
City, ST ZIP

cell phone number  
email address

## Permanent Address

## Street  
City, ST ZIP

## OBJECTIVE/ SUMMARY

(OPTIONAL SECTION)

**Objective:** State a specific job title you are seeking and list the skills that you bring to that position  
**Summary:** Summarize in 3 - 5 bullets the skills and personal traits you possess and that mirror the job description to best communicate you are a fit for the position/company

## EDUCATION

**University;** City, ST  
*Degree;* Majors; Date of Graduation  
• GPA (Overall is assumed).  
• Add Major GPA if it is higher and label as such)

## APPLICABLE COURSEWORK

(OPTIONAL SECTION)

List courses that fill a gap in your resume or otherwise illustrate that you have the needed knowledge, though lack the experience (use columns)

## EXPERIENCE

**Job Title;** Dates of Employment  
*Employer;* City, ST  
• Start with an active verb/ skill (past tense if experience is completed)  
• List experiences present to past  
• Include volunteer work, internships, co-ops, part-time jobs and leadership positions if they support the goal of the objective  
• Quantify: For example, how many people did you supervise? How much money did you manage?

**Special/Senior Projects**  
• List skills gained while working on a class project

## ACTIVITIES/ HONORS

(OPTIONAL SECTION)

**Organization,** *position,* dates; *position,* dates  
List sports, clubs, student government and honoraries, any offices held and dates of membership  
Include volunteer activities, honors and awards (might be a separate section if lengthy)

## KEY SKILLS

**Foreign Languages:** List oral and written competency levels  
**Computer:** Include hardware and software proficiencies  
**Certifications/Licenses:** List dates  
**Personal:** List personal skills/traits that help make you a better candidate for the job

## INTERESTS

(VERY OPTIONAL SECTION)

List interests and hobbies if you have space and if they are relevant to goals of objective

## REFERENCES

(OPTIONAL SECTION)

Available upon request