

Sample Resume for student in the Traditional Day program – see Sallie Sample resume for examples

First and Last Name

Street Address City, State. Zip
Phone Number Professional Email Address
www.linkedin.com/personalurl

CAREER OBJECTIVE (OPTIONAL)

This section addresses the following:

- Specific position/industry/field sought, benefit or value you bring to the employer
- Specific skills/experience which qualify you, relevant to the position

EDUCATION

Bachelor of Science (or Art) in Name of your major

Indiana Tech

Concentration: _____ (BOLD)

Graduation month, year

Fort Wayne, IN

GPA: ___/4.0 (3.0 & up)

SKILLS

Can be helpful for career changers. Skills can be organized in defined clusters that most support your job objective.

- Computer skills- Software, Programming Languages, Microcontrollers Relevant Programs – especially if listed on the posting
- Soft skills-communication skills, analytical skills, think independently
- Transferrable skills-skills/training you have learned from your courses that can transfer to the position

RELEVANT COURSEWORK (OPTIONAL)

Optional section to highlight courses, significant projects, research, presentations, act, or choose to list 4-6 course titles to demonstrate industry knowledge.

Course Name: summary of outcomes from the class (i.e.: skills gained)

EXPERIENCE

Company Name

City, State

Position Title

Month/year- Month/year

- Using bullet points or summary statements, describe experience in terms of job functions and the overall scope of responsibilities.
- Begin with an action verb – be concise eliminating unnecessary or redundant words.
- Strive to paint a picture of work experience by describing the work environment or atmosphere.
- All jobs should be listed in reverse chronological order, with past jobs written in past tense and current jobs in present tense.

ACTIVITIES AND HONORS AND/OR COMMUNITY INVOLVEMENT

List extracurricular activities as they relate to the job and provide dates. Consider listing volunteer experience, organizational involvement, awards received, etc. Vice President of Human Services Organization, Fall 2005 - present