



## Sample Format for a Resume:

**Name**

Address

City, State, Zip

Telephone

Email

(present and permanent address categories can be used)

Use a line to separate your name and address from the important skills information.  
Reader will start with the most important and refer back to name etc.

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**OBJECTIVE:** You may use INTERESTS as a heading if you do not have a specific position in mind. Specific information related to the position you seek should be included in the Cover Letter.

**SUMMARY STATEMENT:** A brief summary of what you have to offer the organization – your strengths, skills, profile and qualifications pertinent to the position. Be sure to include specific skills: languages, computer expertise, writing, speaking, leadership abilities.

**EDUCATION:** Degree/Major, College, Town, State Date  
GPA, if 3.0 or better  
Senior Thesis  
Internships  
Courses related to the field you are seeking employment  
Academic Honors or awards received

**EXPERIENCE:** Position; Name of company; Town, State (dates)  
Work skills and accomplishments  
Use action words to describe what you did.  
Be specific about type of business, customers/clients, budget responsibilities, number of people trained or supervised.  
Focus on your accomplishments, growth and change in the job.  
Other terms to describe experience: Related Experience, Other Experience, Management Experience, Human Services Experience, Sales Experience, or Summer Work etc.

**ACTIVITIES:** (ex. team sports, student organizations, volunteer work, etc.)

**PROFESSIONAL AFFILIATIONS:** (ex. Student member of American Psychological Association)

**REFERENCES:** It is generally understood you will supply reference information after the interview. On a separate sheet, using the same header as on your resume to identify yourself, list reference names, addresses, telephone numbers and best times to reach.