

NAME _____

Address _____ City, ST Zip _____

Area Code Phone Number / E-mail _____

(List email only if you check email daily. Keep all contact info up to date) Be sure that your phone message and email are both professional and present you in a positive image.

OBJECTIVE - Position level / Title of job / Skills you will use / Name of the company. Should be brief! If using for database will be "generic" otherwise make it very focused/targeted.

EDUCATION

List in reverse chronological order. Identify only colleges from which you have graduated or plan to – no high school (Include GPA if it is >3.0; can figure GPA in major if needed) *NOTE: Once you've been out of school awhile (approx 2 years or more) move this section down on the résumé, below Work History.*

University Name _____ Location _____

Degree anticipated/awarded _____ Month & Year Awarded _____

University Name _____ Location _____

Degree _____ Month & Year Awarded _____

University Name _____ Location _____

Degree _____ Month & Year Awarded _____

RELATED COURSE WORK

Not always necessary. Use for internships or when identifying specific course work important to industry. List actual course names/titles, not course #s.

QUALIFICATIONS

Description of the skills, abilities, and talents you have that the employer is seeking – BRIEF! ACTION ORIENTED!

▼ _____

▼ _____

▼ _____

▼ _____

▼ _____

▼ _____

WORK EXPERIENCE

List in reverse chronological order. Under each job, you may include summary statements of accomplishments (or on-the-job awards) and related job duties, if appropriate. However, don't list obvious duties (i.e., those implied by your job title) or repeat a skill you've listed in qualifications area above.

<div>Name of Employer</div>	<div>City, State</div>
<div>Title of Job</div>	<div>Month Year to Month Year</div>
<div>▼</div>	
<div>▼</div>	
<div>▼</div>	

<div>Name of Employer</div>	<div>City, State</div>
<div>Title of Job</div>	<div>Month Year to Month Year</div>
<div>▼</div>	
<div>▼</div>	
<div>▼</div>	

<div>Name of Employer</div>	<div>City, State</div>
<div>Title of Job</div>	<div>Month Year to Month Year</div>
<div>▼</div>	
<div>▼</div>	
<div>▼</div>	

HONORS / ACTIVITIES

Rank these from “most impressive” to “least impressive” in relation to your job objective. Include scholarships, awards/honors, honor societies, Greek organizations, campus clubs and organizations (officer?). Can also include community involvement/volunteer work. Don't include HS unless it is extraordinary or you are new to college.

<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>