

Name
City, State, Zip
Email
Phone

EDUCATION:

Southern Illinois University, Carbondale, Illinois
Bachelor of Science, Expected Month, Year
Major: Automotive Technology
Minor: If Applicable
Specialization: If Applicable
GPA: (mandatory for technology fields, otherwise add only if over 3.0)

RELEVANT COURSEWORK (OPTIONAL):

- Advanced classes only (4-8)

WORK EXPERIENCE/RELEVANT EXPERIENCE:

Job Title Month/Year - Month/Year
Company Name, City, State

- Job Responsibilities
- Use Action Verbs

ADDITIONAL EXPERIENCE: (IF APPLICABLE)

- Job Title, Company, City, State, Month/Year - Month/Year

VOLUNTEER EXPERIENCE: (IF APPLICABLE)

- Company, City, State, Month/Year - Month/Year

HONORS: (IF APPLICABLE)

- Name of Honor, Company/School, Month/Year Received

MEMBERSHIPS: (ACADEMIC OR PROFESSIONAL - IF APPLICABLE)

- Title, Name of Organization, School/Company, Month, Year - Month, Year

ACHIEVEMENTS or PERSONAL AND PROFESSIONAL DEVELOPMENT:

- Workshop Name, Organization sponsoring event, Month, Year

CERTIFICATIONS or LICENSES:

- Name of Certification, Organization received from, month/year

ADDITIONAL INFORMATION:

- Computer and Technical skills in sentence form
- Foreign language and fluency
- Lab skills/equipment skills in sentence form
- Honors or awards (if you cannot make a separate category)
- International experience/Travel
- Leadership skills
- Conferences
- Presentations
- Relevant Projects
- Military Experience