

RESUME FORMATTING EXAMPLE

Your Formal Name
Street Address
City, State. Zip
Telephone Number
Appropriate Email Address

OBJECTIVE Concise statement of your career goal, position sought and industry of interest

EDUCATION **Name of Institution** (spelled out)
Degree and Month/Year of graduation
Major, Minor, Concentration
GPA: Overall and /or in Major

List other schools attended and/or Study Abroad experiences

RELEVANT COURSEWORK
List coursework that supports your objective and demonstrates knowledge. Don't list every course you have taken, be strategic with your selections.

CLASS PROJECTS
Include special/senior class projects that support your objective and demonstrate skill development.

HONORS & AWARDS
Include academic scholarships/awards, athletic awards, honorary societies, recognitions within organization

EXPERIENCE **Job Title**, Name of Organization
City, State, Dates of Employment

- List job title, organizations, location and dates for experience related to objective
- Include volunteer work, jobs, internships, and relevant leadership positions
- Give brief descriptions of duties performed, accomplishments and contributions
- Use numbers whenever possible (\$, #, %)

SKILLS Computer: Relevant software, hardware, technical programs (familiar or proficient)
Languages: Intermediate or fluent conversational knowledge of another language

**LICENSES/
CERTIFICATIONS** Special certifications or licenses can be listed here. If you do not have any then leave this category off your resume.

REFERENCES Available Upon Request
(If you don't have the space it is acceptable to leave this off your resume)

Resume Writing Tips!

- Do not use resume templates, wizards, or tables.
- Font size: 10-12; don't use unusual fonts.
- Avoid pronouns like I or my.
- Keep your resume to one page!
- Print final version on quality white or ivory paper.

Personal Information Section:

- Is your email address and voicemail appropriate?
- Don't include personal information such as age & gender.

Objective Statement:

- Don't be too general or specific.

Education:

- Know the exact name of your degree.

Experience:

- Don't undersell yourself.

Skills:

- Indicate level of knowledge: Basic, Intermediate, Proficient, Fluent, Native