Name

City and State of Residence
Phone Number | Email Address

OBJECTIVE

Use this section to provide a brief overview of your resume, your characteristics, and purpose of the application you're submitting.

EDUCATION

Name of Institution | City and State   Expected Graduation Date
Classification
Major(s)/Focus Area(s): (List major(s) and/or focus area(s) in the section below)
(Major or Cumulative) GPA: Include GPA if is 3.0 or higher.

Major(s)/Focus Area(s)   Month Year – Month Year
- Highlight related professional skills and experiences that you have gained through studies, work, volunteer activities.
- Include Interpersonal, Communication, Organizational, Problem Solving, Leadership and Teamwork skills and/or other soft skills.
- Include required or asset certifications you may have earned.
- Review course outlines/descriptions to identify your professional skills gained during studies.
- List your computer skills and other technical skills relevant to your field.

EXPERIENCE

Name of Organization | City, State   Month Year – Present
Title
- List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible.
- Use this section to also list any volunteer activities you have participated in.
- Accomplishment, project, or experience

LEADERSHIP ACTIVITIES AND MEMBERSHIPS

Organization | City, State   Month Year – Present
Title
- List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible.
- Accomplishment, project, or experience

HONORS AND AWARDS

Award/Title/Scholarship | City, State   Month Year

TECHNICAL AND LANGUAGE SKILLS (if applicable)

Technical: Listed proficiency in software programming (Do not list Microsoft Office products)
Language: Listed proficiency in languages including level of mastery (conversational, fluent)