

Basic Sample Resume Format

0.75”-1” even margin on all sides
(you can also use a temporary
and permanent address)

Name
Address
Telephone
E-mail (make sure it is conservative)

(for name and all major categories use
14-font, bolded; for everything else
use 12-font regular)

***Double Space between each major category**

Objective (optional)- States the position you are looking for. It must be job specific.

OR

Profile (optional)- Powerful statement that sums up your character, education and related experiences. It must be concise and specific to your chosen field.

*Also, you may choose to leave off the objective or profile, and target each cover letter to the position opening. You can also include an objective and a profile that relates to the position you are applying for.

Education

List Degree Program, College, Location, Graduation month and year, GPA (optional if it is 3.0 or higher). If you have additional degrees, double-space and list with the same format.

Thesis or Research Project (12-font, bolded) – can go under degree or keep as a separate heading. List title of thesis or research project. Single space and 12-font.

Honors/Scholarships (optional)

List the honor and year you received it. Lead with the most recent first.

Languages (optional)

You may include if applicable to your job target
e.g. Fluent in Spanish

Professional Experience

*Relevant to your position goals

(Subcategorize all of your professional and fieldwork experience before you begin this section
You can arrange according to the type of work setting and responsibilities you had or have)

e.g.:

Manager, Name of company, Location, Dates

- Managed sales and marketing operations internationally and responsible for hiring, training, and supervising staff of 25 professionals
- Increased sale of merchandise by 5 million dollars
- Created a successful leadership opportunities training course for middle management employers

Assistant Manager, Name of company, Location, Dates

- Interviewed, hired and oriented sales representatives
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Fieldwork Experience (internships)

*This section can be used first, if you choose to. It depends on how you prioritize your categories.

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Name (14-font, bolded)

pg. #

Administration Intern, Name of company, Location, Dates

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-
-

Additional Work Experience

Include part-time and full-time positions not directly related to your major/job target.
(Your previous work experience should only include jobs during university/college years)

*See **Related Experience** or **Community Involvement** sections and include here if it's applicable to your job, volunteer, or internship target.

Please note that the suggested length is no longer than 2 pages for a resume. There are a few exceptions to this rule. This sample resume has more information than 2 pages in order to give a better overview of possible categories and descriptions.

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OPTIONAL CATEGORIES

*Select the ORDER you believe is most important

*Double space between major categories

Professional Experience

***Related Experience** (paid or unpaid)

Relevant to your major.

Leadership Experience (paid or unpaid)

Certifications

Include all relevant certifications Name (eg. First Aid, OSHA) Year(s) (eg. 1999-present)

Campus Involvement

List the name of the club or activity and the year(s) you were participating.

***Community Involvement**

Volunteer, organization and the year(s) you volunteered. Unpaid experience is as valuable as paid, and this section can be used at work or related experience if it shows you have hands-on experience

International Experience

Languages

List the name of the language(s)

Computer Skills

List programs, _____ , _____

Professional Development

e.g. workshops, seminars, in-service presentations.

Professional Affiliations

List membership and include year(s)

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Special Interests

Related to your career field.

References available upon request (optional)