

Liberal Arts/Math and Natural Science Sample Resume Format

0.75"-1" even margin on all sides
(you can 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. If you are applying to graduate school, tailor to your field of interest.

*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 or graduate school.

Education

List Degree Program, College, Location, Graduation Date, GPA (optional if it is 3.0 or higher).

If you have additional degrees, double-space before you add additional degrees and list with the same format as above.

Honors/Scholarships (optional)

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

Languages (optional)

You may include languages here, if applicable to your job target

e.g. Fluent in Spanish

Internship Experience (optional)

Can come before work experience category if it is relevant to your intended major/job target. If you use the Internship Experience title, list like sample below:

Intern, Name of employer, Location, Dates

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 applicable to your job target.

➤ **Please note that the suggested length is no longer than 2 pages for a resume. There are a few exceptions to this rule.**