

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 font size 14 bold for everything else use font size 12 regular)
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*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 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

- If you are a recent high school graduate, omit high school and begin with college
- If you are a transfer student, or have a college degree, include most recent first List Degree Program, College, Location, Graduation month and year, GPA (is optional if it is 3.0 or higher). If you have additional degrees, double-space and list with the same format.

Honors/Scholarships (optional)

(Double Space between each major category and the category's text)

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

Languages Bold 14 Font (optional)

You may include languages here, if it's applicable to your job target
e.g. Fluent in Spanish

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

Work Experience- This section can include part-time and full-time positions not directly related to your major/job target. If you use the Work Experience title, list like sample below:

Title, Name of employer, Location (no address) Dates (dates can be left or right justified, your choice)

- Use action verbs to describe your responsibilities- *Review Resource Guide to Careers and The Job Search
- List tasks in priority order
- Focus on what you have learned, gained, and/or developed
- Do not repeat skills
- Stress your soft skills e.g. interpersonal relationships, communication, leadership, and team player opportunities
- Make each word in your description count, be specific, show rather than tell

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 (no address) Dates (dates can be left or right justified, your choice)

* See Optional Categories sheet and include here all applicable sections not already listed in your resume.

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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)

Special Interests

Related to your career field.

References available upon request (optional)