



## Sample Business Resume Format

Name

Pg. #

### **Fieldwork Experience** (Bold 14 Font)

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

**Administration Intern**, Name of company, location, dates

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\*See **Related Experience** or **Community Involvement** sections and include here if appropriate

**Work Experience**- This section can include part-time and full-time positions not directly related to your major/job target.

➤ **Please note that the suggested length is no longer than 2 pages for a resume. There are few exceptions to this rule, however, they do exist. 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 of Certification, 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)**