

**Name**

**Address**

**Phone Number & Email**

**Objective:** Provide a brief statement of your intention in sending your resume.

**Education:** University, Expected Graduation Year

Major, GPA

**Professional Experience:** (Current to Past)

Company Name, City, State

*Job Title*, Time Frame

- Always start describing your job using action words.
- Provide the employer with an idea on what you succeeded in the job.

Company Name, City, State

*Job Title*, Time Frame

- The job with the most value gets the most bullets.
- Always start describing your job using action words.

**Skills:** Pick the skills that you are advanced in and will make you stand out from the crowd.

- Languages you speak.
- Programs/Software you know how to use.
- Microsoft Word Suite.
- Databases you know how to use.

**Activities:**

**Honors/Awards:** List your awards from current to past.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number & Email** \_\_\_\_\_

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**Education:** \_\_\_\_\_

University, Expected Graduation Year

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\_\_\_\_\_  
Company Name, City, State

\_\_\_\_\_  
*Job Title, Time Frame*

- \_\_\_\_\_  
Always start describing your job using action words.
- \_\_\_\_\_  
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\_\_\_\_\_  
Company Name, City, State

\_\_\_\_\_  
*Job Title, Time Frame*

- \_\_\_\_\_  
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- \_\_\_\_\_  
The job with the most value gets the most bullets.

**Skills:** Pick the skills that you are advanced in and skills that will make you stand out from the crowd.

- \_\_\_\_\_  
Languages you speak.
- \_\_\_\_\_  
Programs/Software you know how to use.

**Activities:**

- \_\_\_\_\_

**Honors/Awards:** (Current to Past)

- \_\_\_\_\_