

First & Last Name

Phone Number(s)

Email address

Personalized LinkedIn URL

Qualifications Summary

- Use 4-6 bullet points to highlight why you are a good fit for the job
- This section should seize attention and briefly summarize your qualifications & attributes
- Target this information directly to the keywords and qualifications in the job ad
- Use legible professional fonts such as Arial, Calibri, Times New Roman, Century, etc.
- Use 1”x 1” margins for all four sides
- Be careful not to over or under represent your skills/accomplishments

Education

Degree Obtained– Minor or concentration

Name of University, City, STATE, (Month/Year of Completion...can be a future date)

- Special accomplishments or achievements (i.e. GPA, Honor Society, etc.)
- Any coursework relevant to the position

Professional Experience

Job Title, *Company*, City, STATE (Dates of Employment)

- Put the most recent job/experience you have had first, then go backward from there
- Target these bullet points to the “Responsibilities & Qualifications” section of the job ad by using accomplishment statement (i.e. “increased attendance at all events by 50%”)
- Bullet points don’t need to be complete sentences
- Use action verbs to begin each of these bullet points
- Punctuation at the end of sentences needs to be consistent (always or never a period)

Job Title 2, *Company 2*, City, STATE (Dates of Employment)

- Avoid using “I” or “me” statements
- Using volunteer experience or relevant job experience, point out skills and accomplishments that is relevant to the job and indicates you are a stand out employee
- Keep your resume to 1 page unless you have a large amount of RELEVANT information
- Remember, this is not just an overview document, it’s a targeted marketing document

Other Sections

- May include special trainings, languages, extracurricular activities, volunteer work, etc.
- Ensure that in any added section the information helps your bid to get the job