

# Job Seekers Name

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## CONTACT INFORMATION

- Address (street address, city, state and zip code)
- Telephone (and area code),
- E-mail address (if applicable), website (if applicable)

Make sure an employer can contact you or your answering machine by using a professional sounding message at the number you have indicated. If necessary, include both your current and permanent address and phone on the resume.

## EDUCATION

- Name of institutions attended, city and state where school is located
- Degree awarded: major and/or minor
- Date degree to be awarded
- GPA, if 3.5 or above
- Off-campus study/Study Abroad
- Thesis and Research, if applicable to career objectives
- Course titles, if employer requests them or if they substitute for lack of work experience

## EXPERIENCE

- Position title, organization name
- City and state where organization is located
- Dates of service
- Description of skills used

Within this section include paid employment and/or internship experiences that support your objective. Describe your experiences using short phrases beginning with past tense verbs. Do not use the first-person (pronoun "I" or "my") on a resume. Quantify your experience wherever possible. (Example: Managed a \$5,000 budget, supervised 15 people). A common way of presenting your experience is in reverse chronological order (most recent to least recent). You can also put group related experiences together under special titles: TEACHING EXPERIENCE, RELEVANT EXPERIENCE, or LEADERSHIP EXPERIENCE

## AWARDS & HONORS (if applicable)

- Award title and organization, purpose awarded for, date awarded

## VOLUNTEER ACTIVITIES (optional)

- Position title, organization name, city, state
- Dates of participation/membership
- Description of skills used in position
- Highlight activities and affiliations in which you have been active and developed your skills. Use past-tense action verbs as in the EXPERIENCE section.

**INTERESTS (optional)**

- Consider how the interests you list might impact an employer's view of your ability to do the job.

**SKILLS (if applicable)**

- Specify relevant skills and describe your proficiency level: Fluent in French, Advanced Excel, Microsoft Office Suite

*Do not include marital status, age, ethnicity, religion, place of birth or citizenship.*