

Your S. Name

Address _____ phone number (include one only, with professional voicemail)
City, State Zip Code (include one only) _____ email address with your name

OBJECTIVE

This gives you the opportunity to say reasons why you should get an interview. Include: the position they are looking to fill, the company, “bringing/offering,” then your 3 top selling points beginning with adjectives. This should not be generic; make specific for each position. Strategies: Do this last. If you are having trouble, use StrengthsFinder. Med/grad school applicants don’t need this.

EDUCATION

Your Degree, Your Major _____ GPA: 3.5 or higher _____ Month Year
University Name _____ City, State
Your Minor: _____

Other Education: Name of Institution, Location

- Fr./Soph.: Still acceptable to give high school, Jr./Sr.: No high school
- Study Abroad/Comm. College: include only if it makes a connection
- GPA: If they don’t ask for it, include only if it is 3.5 or higher
- Grad school: Ed. info is important (scholarships, honors, awards, achievements, etc.); if info is not well known, give descriptions
- Describe skills/qualities/achievements

**ADDITIONAL
ACADEMIC
INFORMATION**

Academic Projects: If you have done any research or projects that make a connection, you may include them; use the same rules for writing descriptions as the “Experience” section

Relevant Coursework: If you have taken specific classes that relate to the position, you may include those; use the same rules for writing descriptions as the “Experience” section

**“ADJECTIVE”
EXPERIENCE**

Position _____ Month Year - Present
Organization _____ City, State

- Include: position, date, name of company/organization, location, and a brief, vivid summary of the role
- Add qualitative/quantitative data
- Begin with action verb; never use passive voice
- Use present tense if you currently hold the position; use past tense if you no longer hold the position

Position _____ Month Year – Month Year
Organization _____ City, State

- Bullet points should be accomplished-based, not a job description; i.e. awards, money you saved the company, skills gained, etc.
- Tailor everything to the target position
- You can’t include everything, so use only what’s most important for the job

Position _____ Month Year – Month Year
Organization _____ City, State

- Only list as many as the eye can immediately count (4 or 5 max)

ADDITIONAL

Leadership, Leadership positions and the organization _____ Month Year – Month Year
Other Experience, Anything that demonstrates ability _____ Month Year – Month Year
Campus/Community Involvement, Anything relevant _____ Month Year – Month Year

SKILLS

Computer: Include any programs you can use
Languages: Include language(s) you speak and your level of fluency

Format:

1) **Consistent**

- a) **Bolding/Capitalization:** Whatever formatting you use, everything must be consistent throughout the entire resume, no matter which category the information is in. For example:

TITLE	(All caps, Bold)
Subtitle	(Bold)
Information	(Regular)

b) **Font:**

- i) Name: 16-20 pt
- ii) All other text: 10-12 pt
- iii) Arial or Times New Roman. Use something plain that is easy to read

2) **Clean**

- a) 1 page (exception: education, nonprofit, research, or government positions)
- b) 1 inch margins (3/4 only if necessary)
- c) No distractions! That means no pictures, no strange lines, not too many changes in the format, etc.