Resume Template

* *Notate information succinctly and utilize action verbs; always include most recent information to least recent information*
* *Avoid vague references to accomplishments; instead, substantiate all claims with specific, succinct examples*
* *( ) = Optional category to include or not on your resume*

(OBJECTIVE): Include the specific position(s) that you are applying

EDUCATION: Degree – Name of institution, city, state, zip

Major:

Minor:

Anticipated Graduation: yyyy

GPA: Include if cumulative > 3.0/4.0

SCHOLASTIC HONORS: Include Dean’s List, scholarships and academically-related distinctions including Study Abroad and when received (yyyy – yyyy)

CURRENT CERTIFICATIONS: Include those certifications that are relevant for teaching, CPR, First Aid, and/or other certifications relevant for your field

(**COURSEWORK HIGHLIGHTS):** Include the names (only) of courses that substantiate your knowledge (depth and breadth) to a prospective employer; list in columnar fashion

PROFESSIONAL DEVELOPMENT: Include any workshops, seminars, and other professional opportunities that you’ve pursued in your field of study. Format: Name of experience, when (yyyy only)

SPECIALIZED SKILLS: Include those skills that are unique and set you apart from the competition; substantiate them by using an example eg: *Experienced in cold-call sales; increased company revenue by 45% in one quarter*

PROFESSIONAL EXPERIENCE OR EMPLOYMENT EXPERIENCE: **This is the heart of your resume and what employers will key in on…**

Include all of your work experience, paid or volunteer, for no more than the last 10 years; include information by skill category groupings and include most recent information – least recent within each category. Eg: *Skill Category for Natural Resource Major:*

***Skills: Field or Fisheries Experience***

Name of position, name of employer, abbreviated address (city, state, zip) and when (yyyy – yyyy)

* Detail work responsibilities using action verbs
* Include all relevant work experience using the above format within this category

Include 1 – 2 other major skill categories and detail all work experience (most recent – least recent) in the same fashion as the previous category

CAMPUS AND COMMUNITY INVOLVEMENT: Include your role (member, President, etc.) the name of the organization and when (yyyy – yyyy)