

Name

Location
Linked In

Phone Number
Professional Email

OBJECTIVE / SUMMARY

Leave this section to be completed last, this will allow you to review your resume and pull information within the resume to help support your interest and skill set

A resume objective is a short introduction of you and your career goals. To write a resume objective, mention the job title you want, add 2–3 key skills, and explain what you want to achieve in this job. Write 2–4 sentences. Resume objectives are best for candidates with little work experience.

SKILLS

These skills should be concrete and testable. These should not be soft skills like communication, organization, and interpersonal skills, but instead incorporated into your bulleted accomplishment statements above. You can add technology skills (Ex: Microsoft Office, Quick books, SQL, etc.) and languages (Ex: Spanish, French)

EDUCATION

University	Location
<i>Major/Degree</i>	<i>Graduation Date</i>

- GPA, Organization, etc.

NOTE: If you have minimal to no work experience as a recent graduate, the education section will be placed first. However, if you have ample work history, the 'EDUCATION' section will be placed after 'WORK EXPERIENCE'.

WORK EXPERIENCE

Company	Location
<i>Position</i>	<i>Dates</i>

- This section regarding experiences has bulleted accomplishments, which provide examples of when you successfully used the skills employers are seeking. Make sure you have between 2 and 5 bullet points in each section.
- Your bullet points should start with a strong action verb, which then follows with an explanation of what you were doing, describe how you did it, and most importantly if applicable, any achievements. Statements should convey your strengths/proficiencies in one or more skills that intrigue the employer by showing examples of when you have used them.
- When writing about your experience, consider these questions: What was the result/outcome of your work? What were your accomplishments? How did you impact the organization? What skills/knowledge did you grow? How does his experience relate to your internship/employment goal?

Company	Location
<i>Position</i>	<i>Dates</i>

- Your bullet statements should be in proper tense, using –ed for past experiences and present tenses for current positions. Make sure that your writing is free of grammatical errors and punctuation.
- When including numerical achievements during your experiences, make sure to include (if applicable) the quantity, population, frequency, and impact of your work whenever possible.

- To make your resume flow, read it over. Check and see if it is easy to read with no overflowing of text. You should avoid the usage of different colors, multiple fonts, pictures, and brief/too-dense information. Your resume should show who you are while being professional.

LEADERSHIP EXPERIENCE / CERTIFICATIONS

Company

Location

Position

Dates

- This section is optional if you have various leadership experiences and other activities you want employers to know. Having multiple sections, allows you to emphasize your most relevant experience.
- Positions within this section should be formatted similarly to previous experience sections, including bullet points if necessary.
- You may also include work experiences that may not be directly related to the job/internship you are applying to, but add to your credibility by exemplifying your past work experiences