

Name

Email | phone number | City, State (optional)

Summary/Statement

Personal or Professional Statements/summary should answer the following questions: What type of worker are you? What motivates you to do the work? What do you bring to the table, that sets you apart from the rest? What do you plan to accomplish?

It should be no more than 3 short sentences.

Education

Education should be listed in reverse chronological order. Most recent to least recent by graduation month and year it should be written as follows:

Name of your pedigree (diploma, associates, bachelors, etc.) Date of completion (month and year)

Name of your school (Full name), city, state

Skills

These can be soft skills or hard skills. These skills do not need to be explained in this section. Just a list of 3-9 skills that really make you stand out. Most employers are looking for transferable skills (emphasize those).

Technology (optional)

List all the technology that you know how to use or have learned in class. Include software virtual platforms (teams, zoom, slack, etc.), social media, etc. These pieces of technology should enhance your candidacy.

Work Experience

Each experience entry should present new information about your experiences.

Experience should be written as follows:

Job title | Place of Employment | City, State | Dates of service (start date – end date month/year)

1. Your descriptions are not a place for you to dump the job duties/responsibilities. Those can be looked up in a job description.
2. You need to include the impact of your work. What was/are the highlights of your work here? What actions did you take to achieve the results that you achieved?
3. Each description needs to present new information. If the jobs you had were similar, there are different resume styles that may be a better option to present your skills and experience.
4. At least 3 strong bullet points per work experience. No more than 4-5 bullet points per job entry.

Achievements (optional)

This is where you can put awards, honors and recognitions that may support you landing the job. Achievements should be written as follows:

Dates (year – year) | Name of the organization/club | level of membership/membership title | School or institution

1 sentence describing what the organization does, or how you earned the achievement.