

First and Last Name

Street Address City, State. Zip

Phone Number FirstName.LastName@gmail.com

OBJECTIVE

Should be specific and should change to suit each employment opportunity. Include position for which applying and match personal skills with those listed in the job description.

EDUCATION

Bachelor of Science or Art in Name of your major

Indiana Tech

Concentration: _____

Graduation month, year

Fort Wayne, IN

GPA: ___/4.0

RELEVANT COURSEWORK

Optional section to highlight courses, significant projects, research, presentations, act, or choose to list 4-6 course titles to demonstrate industry knowledge.

Macroeconomics: A study of the overall economic system with emphasis upon the gross national product, fiscal and monetary policy, the budget and banking.

Professional Communication: The refinement of verbal and written communication skills for the professional world, with emphasis on applications that develop and synthesize these skills.

SKILLS SECTION

Optional section and usually found on combination resumes and can be helpful for career changers. Skills can be organized in defined clusters that most support your job objective.

Management Experience:

- Supervised and managed the work tasks of 10 part-time employees

Accomplishments:

- Received the Company Manager of the Year award as voted by employees

EXPERIENCE

Company Name

City, State

Position Title

Month and year- Month and Year

- Using bullet points or summary statements, describe experience in terms of job functions and the overall scope of responsibilities
- Begin with an action verb – be concise eliminating unnecessary or redundant words.
- Highlight transferable skills gained or used.
- Strive to paint a picture of work experience by describing the work environment or atmosphere
- i.e.: “Worked independently” or “Worked in a fast-paced, team-oriented environment.”
- Quantify the work performed i.e.: “Provided instruction to __ students in grades __.”
- All jobs should be listed in reverse chronological order, with past jobs written in past tense and current jobs in present tense.

ACTIVITIES AND HONORS AND/OR COMMUNITY INVOLVEMENT

List extracurricular activities as they relate to the job and provide dates

Consider listing volunteer experience, organizational involvement, awards received, etc.

Dean’s List, spring 2009, fall 2009

Vice President of Human Services Organization, fall 2009 - present

COMPUTER SKILLS

Software, Programming Languages, Microcontrollers Relevant Programs – especially if listed on the posting