

EDUCATION

Name of College _____

City / State _____

Graduation or anticipated graduation date (month/year) _____

Degree / major _____

Second major or minor _____

Honors and GPA _____

List relevant courses if you do not have any experience in your chosen career/job

Work, Internship, Practicum, or Student Teaching Experience

List your experience in reverse chronological order. Write down key experiences, tasks, accomplishments, responsibilities, and skills obtained or used. You will use this information to write bulleted phrases on your resume. Use past tense verbs for past positions, present tense for current position.

Job Title _____

Employed Dates from/to (month/year) _____

Company name _____

Company City / State _____

Job Title _____

Employed Dates from/to (month/year) _____

Company name _____

Company City / State _____

Job Title _____

Employed Dates from/to (month/year) _____

Company name _____

Company City / State _____

MILITARY

If you have served or are serving, include the following information

Branch _____

Dates served (from /to) _____

Rank _____

Responsibilities / Achievements

REFERENCES

References are listed on a separate page, not on your resume. Use the same heading on the reference page that you created for the resume.

List the name and contact information for 3 – 4 professional references.

Name _____

Title _____

Organization _____

Phone # _____

Email _____

Name _____

Title _____

Organization _____

Phone # _____

Email _____

Name _____

Title _____

Organization _____

Phone # _____

Email _____

Name _____

Title _____

Organization _____

Phone # _____

Email _____