First Last Name

Street Address (Home or School)

City, State, Zip

Phone (Landline or Cell)

Email Address

Education

In the education section of your resume, list the college you attend or graduated from, the degrees you attained, and awards and honors you have earned.

College, Degree

Awards, Honors

Experience

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements. If you have completed internships, it's fine to include them in the experience section of your resume. You can also list summer jobs.

Company #1

City, State

Dates Worked

Job Title

Responsibilities / Achievements

Responsibilities / Achievements

Company #2

City, State

Dates Worked

Job Title

Responsibilities / Achievements

Responsibilities / Achievements

Activities

Include athletics, clubs, organizations, and other college activities.

Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.