EXAMPLE OF RESUME FORMAT

Name

Address • Phone Number • Email

EDUCATION

Institution Name, City, State — Month and year degree was/will be conferred
Degree and Major/Minor
Thesis topic and/or GPA

Study Abroad Institution, City, Country — Term and year
Program or course of study

HONORS/AWARDS*

(or include in "Education" section)

- Academic, honor societies, major recognitions

EXPERIENCE

Organization, City, State
Job Title — Month/Year – Month/Year

1. Give a brief description of what you did using action-oriented bullets. Do this for each experience. You can include volunteer work, significant on-campus involvement, special classroom projects, internships, and work under this heading or you can separate them into different headings, i.e., "Volunteer Experience" or "Internships"...

ACTIVITIES*

- Describe activities that you think are relevant or where you have spent a significant amount of time

SKILLS*

2. Language
3. Computer/Technical skills (place only *specialized* computer skills here – Microsoft Word is typically not considered specialized, so include only if employers specifically request this skill)
4. Laboratory

* *You can decide the order of the headings after Education. Place the section most relevant to the opportunity next as it is most important to the potential employer. Also, you can include other headings such as* ***"Relevant Coursework"*** *or* ***"Research Experience"*** *if they are pertinent to the position.*