

# Sample Resume/First name Last name

Address • Phone Number • E-mail

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## OBJECTIVE or SUMMARY OF QUALIFICATIONS (optional)

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Objective: Paragraph format, 2-3 sentences about which position you are applying to and what characteristics and skills would make you a great candidate. This is NOT the place to have a vague or very general statement.

Summary of Qualifications: 3-5 bullets about your qualifications, characteristics, and skills that make you a great candidate for the position you are going for.

***This is your chance to SELL YOURSELF and MAKE SOMEONE WANT TO READ THE REST OF YOUR RESUME. This should be either or, NOT both.***

## EDUCATION

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**Name of School**, City, State

*Degree Earned*

Graduation Date

- Any minors
- Certificates
- GPA if  $\geq 3.0$

**Florida International University (FIU)**, Miami, FL

*Bachelor of Arts in English*

May 2018

- Minor in International Relations
- 3.7 GPA

## EXPERIENCE

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**Company**, City, State

*Position*

Start Date-End Date

- 3-5 bullets, explaining your job responsibilities **AND** transferable skills
- Use power and action words (*please see website resources for a full list*)

**FIU Career and Talent Development**, Miami, FL

*Student Assistant*

August 2012-Present

- Facilitated student and employer questions regarding Panther JOBLink system
- Coordinated appointments and meetings for over 10 fulltime staff members
- Managed front desk area to direct walk-in students to appropriate resources

## AWARDS/ACCOLADES/HONORS

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**Name of Award**

Date Range

**Florida Bright Futures Medallion Scholar**

August 2014-Present

## SKILLS

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Reserved for technical/computer/language skills ONLY

**Computer:** List proficiency in any software systems.

Fully proficient in x, y, z

Intermediate proficiency in x, y, z

Moderate proficiency in x, y, z

Basic proficiency in x, y, z

**Language:** List any languages you know, and the level.

Bilingual in a and b

Intermediate fluency in c

Moderate fluency in c

Basic fluency in c