

Student Name

City, State | Phone Number | Email Address

Summary of Qualifications

Write 2-4 sentences here about how your transferable skills and experience would make you a good fit for the job you're applying to. Do not use first person language – no "I/me/my." Some options to consider including here are customer service skills, communication skills, or leadership skills. Use keywords and phrases from the job posting.

Skills (This section is optional)

- Keyword from job posting
- Relevant computer skills
- Soft skills (communication, teamwork, etc.)
- Another keyword from job posting
- Skills mentioned in job posting
- Skills specific to the job you're applying for

Education – List your education at the bottom of the resume if you are not a recent graduate

Name of Degree or Certificate

School Name, City, State

High School Diploma – This can be removed once you have college coursework, obtained a degree or certificate

Columbus Downtown High School, Columbus, OH

Work Experience

Employer, City, State

Job Title

7/2014-Present

- List 3-6 job duties in a bullet point list
- These duties should focus on transferable skills and experience relevant to the new job
- Think about what would make you a good fit for the job you're applying for

Employer, City, State

Job Title

4/2010-6/2014

- List 3-6 job duties in a bullet point list
- These duties should focus on transferable skills and experience relevant to the new job
- Think about what would make you a good fit for the job you're applying for

Volunteer Experience – optional section to consider adding if you have volunteer experience to include

Honors and Awards – optional section to consider adding if you have honors or awards to highlight

Resume Sections Defined

Header - A designated place to record **your name and contact information at the top of the resume**. Your **name should appear in bold and be written in text that is slightly larger** than the rest of the text in order to stand out to the employer. Some formats will offset the name with a line or bar underneath.

Be sure to also include:

- 1) (Optional) - your city and state
- 2) Your phone number
- 3) A professional-looking email address
- 4) (Optional) - a direct link to your LinkedIn profile

Summary of Qualifications – **3-5 sentences that define who you are as a job candidate and what skills, education and experience you can offer the employer**. Here you can highlight workplace accomplishments and skills in this section that are relevant to the job posting. Students often highlight academic achievement, extracurricular involvement, leadership and/or volunteer work.

Skills - Are listed or written with bullet points either **directly under the summary of qualifications or underneath an appropriately titled section that captures the type of skills being showcased**. A **featured skills section might include:** industry specific skills, technology skills, language skills, communications skills, and other transferable skills desired by employers.

Education – **First, list the name of the college, location and state**. Underneath the college, list the **type of diploma you will receive along with the anticipated graduation date**. In addition, **vocational certificates, cumulative GPA** (if over 3.5) and **special honors** related to academics can also be listed in this section. Most students list this section right after the summary or near the top of the resume.

Work Experience – In a Chronological Resume, “Work Experience” is used to list formal and informal work experience. Informal work experience such as babysitting, and/or volunteer work can be captured in this section in addition to any regular employment. **Positions listed should include the title of the company, the dates of employment, the title of the position held and complete sentences that show the contributions you made as an employee**. Positions should also be **listed in reverse chronological order**, with the most recent position featured first.

Additional Sections of Your Choosing - You can add additional sections to your resume to capture any other experiences you’ve had that makes you, you! **Possible titles for additional sections might include:** Leadership, Community Involvement, Extracurricular Activities, Awards and Recognition, etc.