

First Last

618-555-5555 | firstlast21@gmail.com | Edwardsville, IL

EDUCATION (in the event of multiple degrees, list by date obtained in reverse-chronological order)

University Name

Degree you are obtaining (spelled out)

Minor: (if applicable)

City, State

Anticipated: Month and year of graduation

RELEVANT COURSEWORK (Optional section)

Course Name

Course Name

Course Name

Course Name

Course Name

Course Name

ACADEMIC EXPERIENCE (Optional section)

- Bulleted list of descriptions of what you have done for specific projects/papers/presentations/group work, etc. that shows specific details of your actions, outcomes and/or accomplishments.

PROFESSIONAL EXPERIENCE (Listed in reverse-chronological order, i.e. most recent to least recent)

Job Title

Dates of employment (Month Year to Month Year)

Employer Name

City and State of employer

- Bulleted job descriptions that start with action verbs and clearly state your actions, outcomes and/or accomplishments
- There is no specific number of job descriptions that you need to list, just include the most important and relevant information
- Do not be redundant with this information. If you state a responsibility for one job, do not repeat this with a similar job for another employer

Job Title

Dates of employment (Month Year to Month Year)

Employer Name

City and State of employer

- Bulleted job descriptions that start with action verbs and clearly state your actions, outcomes and/or accomplishments

SKILLS

Program Name

Program Name

Program Name

Program Name

Program Name

Program Name

PROFESSIONAL AFFILIATIONS (If applicable)

Your role, Name of the organization

Years of involvement (Month Year to Month Year)

- If you played a significant role (for example, Vice President), consider including a bulleted description of your most important and relevant responsibilities, outcomes, and/or accomplishments

HONORS AND ACTIVITIES (If applicable)

Your role, Name of the club, organization, scholarship, etc.

Years of involvement (Month Year to Month Year)

- If you played a significant role (for example, Vice President), consider including a bulleted description of your most important and relevant responsibilities, outcomes, and/or accomplishments

COMMUNITY/VOLUNTEER INVOLVEMENT (If applicable)

Name of the organization or event

Years of involvement (Month Year to Month Year)

- If you played a significant role (for example, Vice President), consider including a bulleted description of your most important and relevant responsibilities, outcomes, and/or accomplishments

Sample Resume – Please contact us for additional assistance.

SIUE Career Development Center | (618)650-3708 | careerdevelopment@siue.edu