ANTHROPOLOGY RESUME OUTLINE

Name (larger so that it stands out)

Address
Phone (make sure you have voicemail set up and a relatively-formal message)
Email (not a "cute" address)

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

University Name	City and State
Degree you are obtaining (spelled out)	Expected: Month and year of graduation
Minor: (if applicable)	GPA: (if above 3.0)

*(Optional information/additional notes: High school info is irrelevant unless you are in your first two years of your degree program.)

RELEVANT COURSEWORK

Course Name	Course Name	Course Name
Course Name	Course Name	Course Name

*(Optional information/additional notes: This is a completely optional section. It should not be included unless additional filler is needed after the inclusion of all relevant experience, activities, community involvement, professional affiliations, etc.)

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 most relevant information.
- Do not be redundant with this information. If you state a duty 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.

*(Optional information/additional notes: You do not have to include all jobs that you have had. Include only those that are most recent and/or most related to the position on interest. Typical rule of thumb: go back five years, unless you were at a position for longer.)

PROFESSIONAL AFFILIATIONS (optional section)

Name of the organization, years of involvement
*(Optional information/additional notes: This is a completely optional section. It does not have to be included.)

COMPUTER SKILLS

Program Name	Program Name	Program Name
Program Name	Program Name	Program Name

HONORS AND ACTIVITIES

Name of the club, organization, scholarship, award, etc. and the years of involvement
- If you played a significant role (for example, Vice-President), list this here and the years for this role

COMMUNITY/VOLUNTEER INVOLVEMENT

Name of the organization or event and the years of involvement
- If you played a significant role, list this here and the years for this role