

NAME

Address
City, State, Zip

Phone
Email

OBJECTIVE

A clear and concise statement specifying what job you are applying for.

EDUCATION

- College education information should include the degree of study, school, city and state, as well as dates of attendance or anticipated graduation date, including month and year. put these bullets in so it “looks” like a resume
- Degree honors and GPA may be included here as well.
- If you have earned more than one degree, list in reverse chronological order from most recent to past.

RELEVANT COURSEWORK

You may include any coursework that may set you apart from other applicants. For example, foreign language, computer skills, research, etc.

RELEVANT EXPERIENCE

Include your job title, place of employment, dates of employment, and 3 – 5 bulleted statements describing duties of each job. This does not need to include only paid position. It may also include volunteer experience that is relevant to the job, such as Parent Teacher Association, tutoring, or committee experience.

- Include positions of leadership
- Information about teaching skills or training that you did
- Communication skills
- Tutoring that you might have done
- Any work with children – church, scouts, etc

Emphasize skills, experiences, and tasks completed. They tell employers what you have accomplished at each job.

Begin each bulleted statement with an action word or verb, such as organize or implement, and keep them in the proper tense. If you are at the job currently, begin with a present tense word, like create, but for a previous job, list it in past tense, like created.

List all experiences and items on your resume in reverse chronological order. The most current or recent comes first, followed by previous experiences.

HONORS/RECOGNITIONS

Other sections you may include could be, awards, honors, certifications, Publications/presentations, etc., as long as they are relevant.

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VOLUNTEER/COMMUNITY INVOLVEMENT

- Volunteer experience involving teaching and/or children
- Coaching
- Drama, sports, music

Include dates for each as well and location if needed.

REFERENCES (on a separate sheet of paper)

References should include a contact name (including title Mr. Dr. Mrs. Rev. etc.), title (Director of ...), company name, phone, and e-mail.

A minimum of three and maximum of five references are recommended.

Make sure you ask permission from your references first and ask what method of contact they would like, for example, their personal or work phone.