

FIRSTNAME LASTNAME

22 Street Name, City, ST
(777)777-7777 suemail@su.edu

OBJECTIVE

To obtain the position of _____ at _____

Commented [PHL1]: Exclude this section if you are creating a resume for a job posting site.

Commented [PHL2]: Objective should be tailored to each specific job

EDUCATION

Master of _____ in _____
Shenandoah University, Winchester, VA

Anticipated Graduation: Month Year

Cumulative GPA: 3.50

Commented [PHL3]: List your graduate level GPA only if it is equal to or higher than a 3.50

Bachelor of _____ in _____
Shenandoah University, Winchester, VA

Graduated: Month Year

Cumulative GPA: 3.00

Commented [PHL4]: List your undergraduate level GPA only if it is equal to or higher than a 3.00

RELEVANT COURSEWORK

Course Name
Course Name
Course Name

Course Name
Course Name
Course Name

Commented [PHL5]: Include up to six courses relevant to the position. Write the course name, not the course number.

RELEVANT EXPERIENCE

Your Position Title _____ Month Year – Present
Company Name, City, ST

- List 3-5 bulleted statements explaining your major responsibilities in this position
- Start each bullet with a strong action verb using the present tense if you are currently there and past tense if you are no longer there
- List bullets in descending order of importance/relevance

Commented [PHL6]: Include positions relevant to the one you are applying for. This can include internships or other unpaid experiences.

Commented [PHL7]: Order your experiences from most recent to least recent.

Your Position Title _____ Month Year – Month Year
Company Name, City, ST

- List 3-5 bulleted statements explaining your major responsibilities in this position
- Start each bullet with a strong action verb using the present tense if you are currently there and past tense if you are no longer there
- List bullets in descending order of importance/relevance

WORK EXPERIENCE

Your Position Title _____ Month Year – Present
Company Name, City, ST

- List 3-5 bulleted statements explaining your major responsibilities in this position
- Start each bullet with a strong action verb using the present tense if you are currently there and past tense if you are no longer there
- List bullets in descending order of importance/relevance

Commented [PHL8]: Only use this section for jobs in another field that have transferrable skills to the job you are applying for.

Commented [PHL9]: Order your experiences from most recent to least

Your Position Title _____ Month Year – Month Year
Company Name, City, ST

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LEADERSHIP EXPERIENCE

Your Position Title Month Year – Month Year
Organization Name, Shenandoah University, Winchester, VA

- List 3-5 bulleted statements explaining your major responsibilities in this position
- Start each bullet with a strong action verb using the present tense if you are currently there and past tense if you are no longer there
- List bullets in descending order of importance/relevance

Commented [PHL10]: Demonstrate your leadership skills with on-campus or off-campus organizations.

PROFESSIONAL DEVELOPMENT

Conference Name, City, ST Month Year

PROFESSIONAL MEMBERSHIP

Honor Society Name Month Year – Present
Professional Organization Name Month Year – Present

Commented [PHL11]: Use for honor societies, national fraternities/sororities, and other professional organizations

ATHLETIC EXPERIENCE

Shenandoah University Athletic Team Name Month Year – Month Year

- Captain Month Year – Present

CAMPUS INVOLVEMENT

Your Position Title, Campus Activity, Shenandoah University Month Year – Present

VOLUNTEER EXPERIENCE

Your Position Title, Organization Name Month Year – Month Year

Commented [PHL12]: Volunteer experience can be just as valuable for developing your professional skills as work experience.

HONORS AND AWARDS

Recipient, Award Name, Organization Name Month Year – Month Year
Recipient, Scholarship Name Month Year – Month Year

SKILLS

Proficient in Language
Microsoft Word, Excel, and PowerPoint

Commented [PHL13]: Only include hard skills like foreign languages and word processing programs, not soft skills.

Commented [PHL14]: Only list languages you would feel comfortable utilizing in the work place.