Your Contact Information

Name

Address

Phone

Email Address

Career Objective (Optional)

 - Why you want the job

 - Good place to highlight soft skills

Education

 - GPA if it is 3.5/4 or above

 - Relevant coursework

Professional Experience

 - Provide all experiences relevant to position and that highlight your skills

 - Use action words (completed, organized, accomplished, repaired, planned, facilitated)

Volunteer Experience

 - Can be used to show that you are well-rounded

Interests and Activities

 - Clubs, sports, extracurricular activities

Additional Skills

 - Any other skills not highlighted in your Education or Experience sections

Achievements

 - Trophies, awards, honor roll, anything worth mentioning

References

 - Use 3 references, at least 2 should be professional, none should be family

 - Include the following

 • Name

 • Title, Company

 • Relationship to you

 - To conserve space, it is acceptable to write “references available upon request”

NOTE: This is just one template for a resume; there are multiple available for you to try