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