

## Contact Information

Start with a heading that includes the following:

- Name (first and last):
- Address (street, city, state, zip code):
- Phone (include area code):
- E-mail address (if checked daily): [NOTE: Make sure e-mail address is appropriate (e.g. [johnsmith@gmail.com](mailto:johnsmith@gmail.com)).]

## Profile (Summary)

Two to four bulleted statements highlighting your skills that entice the employer to read the rest of the resume.

## Education

Education

- Dates Attended (start with most recent)
- Include GPA (only if it is a B or better)

## Experience

- Employer Name & City Address
- Dates of Employment
- Your job title
- Include Volunteer Experience
- Short description of responsibilities in each job (include action verbs)
- List each work experience separately, by date, with your most recent job first.

## Hobbies & Interests (could also be titled Interests & Awards)

- List interests and activities that demonstrate job-related skills, such as teamwork, leadership, organization, etc.
- You may include personal accomplishments (e.g., raising money for a charity), and any honors, awards or formal recognitions of outstanding achievements or awards.