

YOUR NAME

E-mail

Phone number

EDUCATION

Name of College, City, State
Degree, Major, Date of Graduation

SKILLS

Include technical skills and soft skills such as proven judgment, time management, organizational skills, and communications skills.

*Read the job description and make sure to list all of your skills that apply.

PROFESSIONAL EXPERIENCE

COMPANY NAME, City, State

Month ##, 20## – Present

TITLE

- Coordinate
- Etc.

COMPANY NAME, City, State

Month ##, 20## – Month ##, 20##

TITLE

- Coordinated
- Etc.

INTERNSHIPS

COMPANY NAME, City, State

Month ##, 20## – Month ##, 20##

POLISH YOUR RESUME

- Read the job description. Research the company.
- Turn on spell check but know there are words it won't catch: e.g. their, there, and they're.
- Tailor your resume to focus on the experience necessary for the position.
- Bulleting is generally preferred.
- Begin bullets with action verbs that clearly tell the employer what you've done.
- Make sure the verb tenses are consistent.
- Have someone else proof it for clarity and accuracy.
- Keep it to a page or two and in a readable font.
- Omit personal information such as married, divorced, date of birth, etc.