

Name

Street Address

City, State, Zip

Phone numbers (home and cell)

Email address (use something professional)

Objective: A position as

Education: College Name, Location

List degrees, diplomas, certificates (most recent first) Dates received (You might not want to include non-relevant education. For example, if you are graduating from the electronics program, you might want to omit the massage therapy diploma you received several years ago. Also, don't include high school unless your coursework was related to your program area. For example, if you are graduating from the drafting program and had four years of drafting in high school, you might want to include this information on your résumé.)

List appropriate licensure(s)—for example, you would want to include “Licensed in Georgia and Tennessee” if you are in the nursing field.

Skills: Program skills first (such as “dispensing meds, starting IVs—if you are in nursing—or “3D drawings, SolidWorks—if in drafting), then list other skills (including computer skills)

Experience: Start with most current job. (Even jobs not related to the work you are seeking should be included. Employers like to see work history, and many of those jobs contribute valuable skills and experience. However, you might not want to go back further than 10 years or include jobs that were of very short duration.)

Business Name; Location

Dates employed

Job title

Duties included

Business Name, Location

Dates employed

Job title

Duties included

Volunteer Experience: This is appropriate if it relates to the work you are seeking (for example, volunteer work at a nursing home or hospital if you are in the nursing program or serving as PTO treasurer if you are in accounting).

Achievements: G.P.A. (if 3.5 or higher)

Membership in college organizations Awards (college or work)

Hobbies: Do not include; not appropriate for a résumé.

References: List these on a separate sheet. Try to include three professional references. If you don't have three, you can use one personal and two professional. Include name, job title, business name, city and state, phone number.