

FULL NAME

Address

City, State and Zip Code

Telephone Number

CAREER OBJECTIVE	This is usually a brief statement focusing upon the position you are applying for and will change each time you apply for a new position. You might also leave this out and include it in your cover letter instead.
EDUCATION	List <u>degree</u> earned, along with <u>year</u> . Begin with <u>college</u> , and move back in time. Include <u>location</u> (city and state) and other pertinent information, such as <u>GPA</u> . You may choose to list <u>selected courses</u> , class projects or academic honors that support your career objective.
EXPERIENCE	List <u>job title</u> , <u>organization</u> , <u>location</u> and dates of employment. Describe job duties, accomplishments and skills that relate to your career objective. You may omit from this section supervisor's name, salary and reason for leaving. <u>It is appropriate to list volunteer experience if related.</u>
TECHNICAL SKILLS	List proficiency or familiarity with tools, machines, hardware, software or other equipment related to your objective.
CAMPUS/COMMUNITY INVOLVEMENT	As above, list <u>title</u> (such as "member" or office held), <u>organization</u> , <u>location</u> and <u>involvement</u> . Include description of accomplishments and skills developed.
INTERESTS	Stating your hobbies can let an employer know what you are like off the job and may help "break the ice" in interviews.
REFERENCES	You may state "Available upon request" or, if there is room, list the name, address and telephone number of two or three persons. Be sure to ask these individuals if they will provide a good recommendation <u>prior</u> to listing them on your resume.