

Name
Address
City, State Zip Code
(Area Code) Telephone Number

OBJECTIVE:

Succinctly state your objective for submitting the resume.

QUALIFICATIONS:

Briefly state your qualifications for the position.

EDUCATION: (Transcripts attached)

List colleges and post high school education. Include periods of attendance and G.P.A. (if 3.0 or above).

HONORS, AWARDS, AND PROFESSIONAL ORGANIZATIONS:

Include only if you have significant awards or honors such as Student Body President, National Honor Societies, Membership in Professional Societies.

PUBLICATIONS, RESEARCH, AND REVIEWS:

If you have done research with a professor and were given formal credit (co-author, etc.).

EMPLOYMENT HISTORY:

Relevant employment history. Begin with most recent position; show periods of volunteer work, internships and formal work history.

REFERENCES:

Three maximum. Use former employers, professors, and prominent citizens.

NOTE: The initial resume should not exceed one (1) page in length. It is designed to stimulate the interest of the employer.