

First and Last Name

City, State Phone Email

LinkedIn URL

Professional Summary

Should be specific and should should/could change to suit each employment opportunity. Include professional knowledge, abilities and personal skills that are a match with those listed in the job description.

Education

Bachelor of Science or Art in Name of your major

Indiana Tech

Concentration: _____ (if you have one)

Graduation month, year

Fort Wayne, IN

GPA: ___/4.0

Relevant Coursework (if applicable)

Optional section to highlight courses, significant projects, research, presentations, act, or choose to list 4-6 course titles to demonstrate industry knowledge.

Course Name: summary of outcomes from the class (i.e.: skills gained)

Computer Skills (if applicable)

Software, Programming Languages, Microcontrollers Relevant Programs – especially if listed on the posting

Skills Section (if applicable)

Optional section and usually found on combination resumes and can be helpful for career changers. Skills can be organized in defined clusters that most support your job objective.

Management Experience:

Supervised and managed the work tasks of 10 part-time employees

Accomplishments:

Received the Company Manager of the Year award as voted by employees

Experience

Company Name

City, State

Position Title

Month and year- Month and Year

- Using bullet points or summary statements, describe experience in terms of job functions and the overall scope of responsibilities
- Begin with an action verb – be concise eliminating unnecessary or redundant words.
- Highlight transferable skills gained or used.
- Strive to paint a picture of work experience by describing the work environment or atmosphere
- i.e.: “Worked independently” or “Worked in a fast-paced, team-oriented environment.”
- Quantify the work performed i.e.: “Provided instruction to ___ students in grades ___.”
- All jobs should be listed in reverse chronological order, with past jobs written in past tense and current jobs in present tense.

Leadership, Activities, Honors, and/or Community Involvement

List extracurricular activities as they relate to the job and provide dates

Consider listing volunteer experience, organizational involvement, awards received, etc.

Dean’s List, spring 2003, fall 2005

Vice President of Human Services Organization, fall 2005 - present¹

¹ Last Updated: 7/2017