

**SAMPLE RESUME WITH OPTIONAL  
SECTIONS – USEFUL IF THERE IS NOT A  
LOT OF CAREER EXPERIENCE**

**Name**

Contact Information – phone, email, LinkedIn (if applicable)

**Professional Summary**

Use this space to share 2-4 sentences that state relevant information such as your strongest skills, values, professional interests, career goals, and education relevant to your career goals.

**Education**

Indiana Institute of Technology (complete name – not abbreviated)  
Credential (full degree – not abbreviated)

Completion Date  
City, State

**Relevant Coursework (optional – 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)

**Key Skills (optional – 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.

**Technical Skills (optional – if applicable)**

Software, Programming Languages, Knowledge & use of relevant programs – especially if listed on the posting

**Experience**

Organization (skill building experience – list most recent first)  
Job Title

Dates (month & year)  
City, State

- Demonstration of relevant skill 1 – what you did, how you did it, & what it accomplished (or goal/purpose)
- Demonstration of relevant skill 2 – what you did, how you did it, & what it accomplished (or goal/purpose)
- Demonstration of relevant skill 3 – what you did, how you did it, & what it accomplished (or goal/purpose)

**Leadership, Honors, & Activities**

Student Club, Leadership Position

Dates

Sports Team, Leadership Position

Dates

Formal Title of Scholarship

Dates

Award or honor from university experience

Date

List languages and level of fluency (include native language) (if bilingual & fluent)