

(Instructions for the College Resume: fill in information inside parentheses (),
everything on 1 page only)

(FIRST MIDDLE LASTNAME)

(Street Address)
(City, State, Zip Code)
(phone)
(email address)

Job Objective

A position which will provide opportunities to advance my career in **(name of career of interest)**

Education

(Name of university, City, State) (Graduation Date)
(Bachelor or Associate Degree, Name of Major) GPA=(out of)/4.0
(Name of High School, City, State) (Graduation Date)
GPA=(out of)/4.0

Experience

(Name of Company, title of job you held for the most recent summer) (location worked City, State)
Paid (or Unpaid) summer intern reporting to (job title of your boss) providing (year)
(describe the services you provided in 10 words or less). (Describe in 15 words or less how you
added value to the company by increasing sales, reducing costs, etc. Name any awards you received)

(Name of Company, title of job you held for earlier summers) (location worked City, State)
Paid (or Unpaid) summer intern reporting to (job title of your boss) providing (year)
(describe the services you provided in 10 words or less). (Describe in 15 words or less how you
added value to the company by increasing sales, reducing costs, etc. Name any awards you received)

(Continue adding summer jobs and part time jobs held during college, high school and middle school if they
show commitment to a work ethic and/or are related to the job interviews for which you are preparing this
resume)

Awards and Honors

(National and State Awards earned during college and high school years)
(Name of University) (List the organizations by name where you held leadership positions, list the position
you held, and whether you were elected to that position, and if you achieved something significant).
(List honor societies, student associations, and any other organizations where you were a member.)
Professional: (List membership in any professional organizations directly related to your career choice)

Other Capabilities

Basic programming skills in (list all computer programs applicable to the jobs you are interviewing). (List
any other skills you have which would be of interest to your interviewer). **Languages:** Proficient in (languages
other than English).

Personal

(List anything of interest to an employer or interviewer. Examples are your sports, hobbies, accomplishments
you have made in the past which do not fit into previous categories, travel in and out of the United States,
cities or countries where you have lived)