

## Outline for a Resume

### Contact Information:

First Last Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone (Cell/Home) \_\_\_\_\_  
Email Address \_\_\_\_\_  
LinkedIn or eportfolio URL \_\_\_\_\_

### Objective (optional) – Job title and reason to hire you

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**Highlights / Summary (optional):** Lists key achievements, skills, strengths, and experiences that are relevant to the position for which you are applying. By highlighting your important experiences, this lets the prospective employer know that you have taken the time to create a resume that shows how you are qualified for the job.

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### Education/Training:

In the education/training section of your resume, list the colleges you attended, the degrees you attained, and any special awards and honors you earned.

Degree, College \_\_\_\_\_ anticipated graduation May, 2016  
Awards, Honors \_\_\_\_\_

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### Work Experience:

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.

Job Title \_\_\_\_\_ Dates Worked \_\_\_\_\_  
Company \_\_\_\_\_  
City, State \_\_\_\_\_

Responsibilities/Achievements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Skills:** Include skills related to the position that you are applying for i.e. computer skills, language skills. This section can be located at the top of the resume.

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