**[Full Name]**

**[Local Address – City, ST] 🞟 [Phone] 🞟 [Professional/School Email]**

**OBJECTIVE** [Concise statement telling why you are submitting your resume. See attached notes.]

**EDUCATION** Northern Michigan University, Marquette, Michigan

**Master of [Major]** Expected in [Month Year]

* [Concentration, GPA]

**Bachelor of [Major]** [Month Year]

* [Concentration, if you have one]
* [Minor, if you have one]
* [Achievements/accomplishments]

**EXPERIENCE** **[Job Title] [Start Month Year – End Month Year or Present]**

*[Company/Employer Name], [City, State]*

[Short description of job duties. Can include a bulleted list:]

* [Noted responsibilities, skills, achievements]
* [List in order of importance]
* [Highlight your skills/responsibilities based on information from your desired job]

**[Job Title] [Start Month Year – End Month Year]**

*[Company/Employer Name], [City, State]*

[Short description of job duties. Can include a bulleted list:]

* [Noted responsibilities, skills, achievements]
* [List in order of importance]
* [Highlight your skills/responsibilities based on information from your desired job]

**SKILLS AND** • [Certifications]

**ABILITIES** • [Language Fluencies]

* [Workplace skills]
* [Computer/technical skills, software proficiencies, etc.]

**VOLUNTEER** **[Volunteer Job Title] [Start Month Year – End Month Year or Present]**

**EXPERIENCE** *[Organization Name], [City, State]*

[Short description of organization, if necessary. Describe volunteer duties and responsibilities. Use a bulleted list if desired:]

* [Noted responsibilities, skills, achievements]
* [List in order of importance]
* [Highlight your skills/responsibilities based on information from your desired job]

**INTERESTS** [Information about extracurricular involvements of interest; availability; etc]

**DELETE THIS PAGE BEFORE SAVING!**

**Education Section Notes:**

Always include current education or most recent degrees first. If a master’s or bachelor’s degree is completed, it isn’t necessary to include high school information. GPA is not necessary, but, if it is above a 3.00, one may want to use it.

**Experience Section Notes:**

Always list experiences in chronological order with the most recent listed first. Include detail regarding the responsibilities of the positions instead of merely listing title and dates of employment. Avoid using “I” and “I am” in the descriptions.

**Skills and Abilities Section Notes:**

Although this section is optional, it is a good way to briefly outline other areas that may

not be evident in the education or experience sections above. Here you may include computer skills, people skills, accomplishments, certifications, etc. A bulleted list is appropriate and easier to read than a paragraph.

**Volunteer Experience Section Notes:**

This section speaks to non-paid experiences that one feels important for an employer

to know, especially if the non-paid activity directly relates to the position to which one may be applying. Some use “campus involvement” as the section title, but that is limiting to only college experiences.

**Interests Section Notes:**

This section is optional and, if trying to keep the length of the resume to one page, should be the first item eliminated. You may include personal interests, date available for employment, etc.

**General Notes**

1. Unless a number of years of professional experience are included, try and keep the resume to a one-page document. If it is difficult for an employer to find what they need (education, experience, etc.) they will discard the resume before reading it in its entirety.
2. Make it appropriate to the job responsibilities and required minimum qualifications. Most jobs require a certain level of education – put your education details near the top of the page so an employer doesn’t have to seek to find it.
3. Provide detail, especially regarding your responsibilities of positions you have held or volunteer opportunities in which you are involved. Whenever possible, emphasize achievements or accomplishments to help separate you from other job seekers. Use quantities, amounts, dollar values where appropriate. Example: Supervised five employees and increased sales by over twenty percent.
4. One size DOES NOT fit all – your resume needs to be adjusted and revised to match the requirements of possible positions.
5. Living document – revise the resume as you add more experiences, skills, etc.
6. References do not belong on the resume and should be included on a separate “stand-alone” document that also includes your contact information.
7. Avoid using different colors or fonts, graphics, pictures, etc. – the resume is a professional tool.
8. Don’t exaggerate and never, ever lie on the resume.
9. Before you print copies, have someone with very good writing and English skills proof the document. If using a “hard copy” resume, consider printing on quality resume paper. NMU Career Services will print your resume on quality paper free of charge.